



Treasurer Report Form

Name: _____ Chapter: _____
Phone Number: _____ School: _____
Email Address: _____ Officer Term Began: _____
Date: _____ Officer Term Ends: _____

Instructions: Please complete this form and return it to your chapter President. This form must be submitted two weeks prior to your chapter's scheduled visit. For this meeting, please bring your officer materials and all documentation related to your office. If you are unsure of the exact numbers, please put the closest estimate and indicate the number is approximate.

Financial Information

Chapter's bank account is with: ☐ OFF-CAMPUS BANK ☐ UNIVERSITY ☐ OTHER

Off-campus account is with _____

Current balance of account \$ _____

Chapter dues are collected (in addition to national dues of \$105)? ☐ YES \$ _____ ☐ NO

What are the chapter dues used for? _____

Are chapter dues voted on annually by the chapter? ☐ YES ☐ NO

How does the chapter determine the amount to collect for chapter dues?

Do you include your Director of Bands and/or Sponsor(s) in financial decisions regarding the chapter?
For example, an increase in chapter dues, planning projects that will require the chapter to spend money, or fundraisers. ☐ YES ☐ NO

If yes, please explain this process?

Does the chapter collect fines? If yes, please describe what the fines are collected for:

Income and Expenditures*

Income from chapter dues:	\$_____	Expenditures on Service:	\$_____
Income from fundraisers:	\$_____	Expenditures on Member Education:	\$_____
Income from donations:	\$_____	Expenditures on Social Events:	\$_____
University funding:	\$_____	Expenditures on Travel:	\$_____
Other income:	\$_____	Other expenditures:	\$_____

**Similar information will be collected for Fall Activity Report and Chapter Summary Report*

Does your chapter have a budget? **Please provide for the CFR* ☐ YES ☐ NO

Does your chapter use online payment services (Paypal, Venmo, Square...)? If so, please list them:

List the major expenses of the chapter and how much these generally cost:

List the fundraising projects of the chapter and how much these projects generally raise:

How often does the chapter evaluate the effectiveness of their fundraising efforts?

Does the chapter utilize payment plans? If so, how are these plans enforced?

Does the chapter apply for funding from the school? What are these funds used for?

Are there any other topics you wish to discuss with the CFR?