

## COMPLETION INSTRUCTIONS FOR CHAPTER TREASURER'S REPORTS

**\*\*\*Report is due January 31 of each year following report year\*\*\***

1. Chapter treasurers should have a ledger or electronic means for recording all revenue and expense transactions of the chapter. The online Treasurer report is an Excel spreadsheet.

**\*\*\*\*if a ledger or software (i.e. Quicken) is used, make sure to use the same categories that are on the Treasurer report for your transaction recording\*\*\*\***

2. Only Blue colored cells should be keyed with information. The other cells with no shading are protected.
3. Enter the Chapter Name – Please DO NOT USE acronyms. More than one chapter can have the same acronym. (CCONS – Chicago, Cleveland and Central Connecticut)
4. Enter the beginning balance, which should be the same as the “Ending Balance - Figure D” on prior year’s report...beginning BANK balance should not be used.
5. **Entries in SECTIONS B & E should be detailed: Corporate donations and Miscellaneous Revenue and/or Expense.**
6. Attach a copy of all bank statements for the year. (includes checking, savings, CD and Money Market accounts)
7. List all Outstanding Deposits and Outstanding Checks accordingly.
8. Any outstanding deposits and/or checks from the previous year’s report that have cleared the bank this period do not have to be re-reported.
9. The report MUST be signed by the Treasurer AND President with daytime phone numbers, in case there are questions.
10. If you choose to fax the treasurer’s report and bank statements, it is not necessary to send a hard copy. FAX # 412-859-6163
11. Upon receiving your report in the Finance department – a confirmation e-mail will be sent to the Treasurer. (make sure Treasurer e-mail section is completed)
12. Quarterly reports are not required to be remitted – although it is HIGHLY suggested that the quarterly recap be used on the Treasurer Report.

Feel free to e-mail/call Lisa Green with any issues/questions – [lgreen@ons.org](mailto:lgreen@ons.org) OR 412-859-6215. Thank you!