



## Instructions for the Treasurer's Monthly Report, form C-36 Effective April 2011

Line 1 through 32 of the C-36 report should accurately reflect ALL money transactions (receipts and expenses) of the chapter during the month. The instructions correspond line by line to the report.

### RECEIPTS

1. **BALANCE OF ALL FUNDS:** The beginning balance should be the total of all funds belonging to the chapter (use the "Total of all Funds" figure at the bottom of previous C-36, line 27). Example: Savings account, checking account, bonds, fraternal fund, cash on hand, etc.
2. **AWARDS FROM HOME OFFICE:** Funds received from Home Office for Quarterly Activity Awards and Annual Bonus.
3. **SALES/FUNDRAISER (other than matched funds):** Enter total amount earned from all non-matching funds fundraisers. (Not necessary to identify source.)
4. **FUNDRAISER (Earned for Matching Funds):** Projects must be approved by Home Office **prior** to the event. Enter amount(s) earned from Matching Fund projects/sales.
5. **OTHER RECEIPTS FROM HOME OFFICE (for Matching Funds/Volunteer Grants):** Amount awarded to the chapter for matching funds and grant projects.
6. **INTEREST EARNED:** Amount earned on bank accounts. ( Non-interest bearing accounts preferred)
7. **FRATERNAL FUND:** Money occasionally collected from the members for flower fund or some other fraternal donation.
8. **INCOME FROM OTHER SOURCES:** Explain the source(s) and amount(s) from income received that has not already been identified above. Details must be provided.
9. **TOTAL RECEIPTS:** Total of **all** receipts. (Add lines #2 - #8)

### DISBURSEMENTS

10. **DONATIONS OF MATCHED FUNDS/VOLUNTEER GRANTS:**
  - a. A total of the amount donated to a needy person, other charitable organization or national cause. Details must be provided.
  - b. The total amount donated for materials and supplies needed to complete a volunteer service project. This figure should include any Home Office grant money provided for this purpose. Details must be provided.

**Note:** Please list the name of the organization or person to whom the donation was given in the following provided fields.

11. DONATIONS: All other contributions to members or organizations not covered by matching funds and/or volunteer service grants. **Identify on back of report.** Details must be provided.
12. EXPENSE OF FUNDRAISER: Cost of permits, table rental, space rental, printing of tickets, and cost of items being purchased for fund raising.
13. ASSISTANCE/MEMORIAL/FLOWERS: Food, flowers, cash or other memorials to bereaved families.
14. FRATERNAL COURTESIES/GIFTS: Fraternal remembrances to members, birthdays, anniversary, etc.
15. RENT: Payment for use of lodge, church or other public facility for meeting purposes.
16. BANK CHARGES: Bank service charge, cost of new checks, charges for money orders, etc.
17. STATIONERY/SUPPLIES/PINS: Officers pins, birthday, get well and sympathy cards, etc.
18. POSTAGE/TELEPHONE: Postage and telephone expenses incurred on behalf of the chapter.
19. MEETING EXPENSES: Regular monthly meeting costs including refreshments, decorations, favors, entertainment, etc.
20. MISCELLANEOUS: Any expense not identified above. Explain the purpose of the expense and the amount disbursed. Details must be provided.
21. EXPENSE TO ATTEND: Travel, motel, meals subsidized by the chapter, etc. for officers or active members to attend district/state meetings or conventions.
22. TOTAL DISBURSEMENTS: Total of **all** disbursements. (Add lines #10 - #21)

### SUMMARY

23. BEGINNING BALANCE: Use figure from line #1.
24. TOTAL RECEIPTS: Enter figure from line #9.
25. SUB TOTAL: Add lines #23 and #24 and enter total here.
26. TOTAL DISBURSEMENTS: Enter figure from line #22.
27. CURRENT BALANCE OF ALL FUNDS: Subtract line #26 from line #25 and enter balance.
28. CHECKING ACCOUNT: Enter balance of checking account (if the chapter has one).
29. SAVINGS ACCOUNT: Enter balance of savings account (if the chapter has one).
30. INVESTMENTS: Value of Government Bonds, Certificates of Deposit, etc. (Discouraged)
31. PETTY CASH: Cash on hand.
32. TOTAL OF ALL FUNDS: Add together line #28 through line #31 and enter total.

**Line #27 and #32 must agree.**

### CHAPTER ACTIVITIES

The Chapter Activities section of the C-36 report should accurately reflect the activities of the chapter during the month and the number of members and guests participating. Your Woman's Life Chapter will receive money based on the information provided here. All money will be paid to the chapter for deposit in the treasury on a quarterly basis. **Please note:** The information requested for the various categories must be provided.

## Quarterly Activity Awards

**Monthly Business Meetings**.....\$1.50 per Society member\*\*  
& guest in attendance  
A minimum of 5 local chapter members must be in attendance.  
Award applies to both members and guests.

**Girlfriends Getaway** .....applies to annual bonus only  
**State or Regional Meeting**.....\$10.00 for each Society local  
**Quadrennial District/National Conv.** .....chapter member in attendance

Note: If State or Regional meeting is held in conjunction with quadrennial District meeting, activity award applies to one meeting only.

**Social Event**.....\$10.00 per project, plus  
\$1.50/person\*\*  
A minimum of 10 local chapter members and guests must be in attendance per event.  
Award applies to both members and guests.  
(The minimum of 10 must include at least five local chapter members.)

**Fund Raiser**.....\$10.00 per project, plus  
\$1.50/person\*\*  
A minimum of 5 local chapter members must participate.  
Award applies to both members and guest volunteers.\*

**Volunteer Service Project**.....\$10.00 per project, plus  
\$1.50/person\*\*  
A minimum of 5 local chapter members must participate.  
Award applies to both members and guest volunteers.\*

**Fund Raisers and Volunteer Service Projects:** Provide details regardless if a monetary match or grant was received. Include date, details of event, number of members, number of guests (if applicable) and number of guest volunteers (if applicable).

**In Kind Donations:** Report **what** types of items were collected, **where** they were donated and the estimated dollar **value** of the collected items.

\* A **GUEST VOLUNTEER** is a person who is not a member of your Woman's Life chapter, but is working in the name of your chapter to help conduct the project. A person buying a raffle ticket, making a donation, attending a fundraiser CANNOT be counted. If your chapter jointly holds a project with another organization, it should be publicized that *Woman's Life* is a joint sponsor. Members of the other organization CANNOT be counted for reimbursement. **Only funds raised by your Woman's Life members can be considered for matching.** Payment for guests and/or guest volunteers will **not** exceed the number of members participating.

\*\* The number of guests and/or guest volunteers eligible for the count cannot exceed the number of members participating.

### **Reporting on Fraternal Volunteer Service is important:**

- Report hours devoted to initiating, organizing, promoting/advertising and conducting your Woman's Life Chapter **Matched Funds Events**.
- Report hours devoted to initiating, organizing, promoting/advertising and conducting your Woman's Life Chapter **Volunteer Service Projects**.
- Report hours devoted to planning your Woman's Life Chapter **Social Events**.
- Report hours helping members and hours of community service in the name of Woman's Life (Transportation, Errands, Volunteer Work, etc.)
- Report number of visits to sick, bereaved, or disabled in the name of your Woman's Life Chapter

**NOTE:** Woman's Life accumulates all fraternal service reported from the various Chapters and has a national Woman's Life statement to verify that we are truly a fraternal benefit society.