



Instructions for Page 1 of Treasurer's Monthly Report, form C-36 Effective January 1, 2008

Page 1 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 28). Example: Savings account, checking account, bonds, flower fund, cash on hand, etc.
2. **AWARDS FROM HOME OFFICE:** Funds received from Home Office for Quarterly Activity Awards, New Member Bonus, Annual Membership Grant and Annual Activity Bonus.
3. **SALES/FUNDRAISER (other than matched funds):** Enter total amount earned from bake sale, ornaments, nuts, knives, etc. (Not necessary to identify source.)
4. **FUND RAISER (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 or other investments.
7. **FRATERNAL FUND:** Money occasionally collected from the members for flower fund or some other fraternal donation.
8. **AUXILIARY CLUB RECEIPTS:** Includes; dues from auxiliary club members, project earnings or contributions from auxiliary members.
9. **INCOME FROM OTHER SOURCES:** Any receipt not identified above. **Must be explained.**
10. **TOTAL RECEIPTS:** Total of **all** receipts. (Add lines #2 - #9)

DISBURSEMENTS

11. DONATIONS OF MATCHED FUNDS/VOLUNTEER GRANTS:
 - a. A total of the amount donated to a needy person, other charitable organization or national cause, including all Home Office matching funds.
 - 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.

Note: Please list the name the organization or person to whom the donation was given on page 2 of the report.

12. DONATIONS: All other contributions to members or organizations not covered by matching funds and/or volunteer service grants. **Identify on page 2 of the report.**
13. EXPENSE OF FUNDRAISER: Cost of permits, table rental, space rental, printing of tickets, and cost of items being purchased for fund raising.
14. ASSISTANCE/MEMORIAL/FLOWERS: Food, flowers, cash or other memorials to bereaved families.
15. FRATERNAL COURTESIES/GIFTS: Fraternal remembrances to members, birthdays, anniversary, etc.
16. RENT: Payment for use of lodge, church or other public facility for meeting purposes.
17. BANK CHARGES: Bank service charge, cost of new checks, charges for money orders, etc.
18. STATIONERY/SUPPLIES/PINS: Officers pins, birthday, get well and sympathy cards, etc.
19. POSTAGE/TELEPHONE: Postage and telephone expenses incurred on behalf of the chapter.
20. MEETING EXPENSES: Regular monthly meeting costs including refreshments, decorations, favors, entertainment, etc.
21. MISCELLANEOUS: Any expense not identified above. **Must be explained.**
22. EXPENSE TO ATTEND: Travel, motel, meals subsidized by the chapter, etc. for officers or active members to attend district/state meetings or conventions.
23. TOTAL DISBURSEMENTS: Total of **all** disbursements. (Add lines #11 - #22)

SUMMARY

24. BEGINNING BALANCE: Use figure from line #1.
25. TOTAL RECEIPTS: Enter figure from line #10.
26. SUB TOTAL: Add lines #24 and #25 and enter total here.
27. TOTAL DISBURSEMENTS: Enter figure from line #23.
28. CURRENT BALANCE OF ALL FUNDS: Subtract line #27 from line #26 and enter balance.
29. CHECKING ACCOUNT: Enter balance of checking account (if the chapter has one).
30. SAVINGS ACCOUNT: Enter balance of savings account (if the chapter has one).
31. INVESTMENTS: Value of Government Bonds, Certificates of Deposit, etc.
32. PETTY CASH: Cash on hand.
33. TOTAL OF ALL FUNDS: Add together line #29 through line #32 and enter total.

Line #28 and #33 must agree.

Instructions for page 2 of Monthly Treasurer’s Report, form C-36

Page 2 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

<p>Monthly Business Meetings.....</p> <p style="padding-left: 40px;">A minimum of 5 local chapter members must be in attendance.</p> <p style="padding-left: 40px;">Award applies to both members and guests.</p>	<p>\$1.50 per Society member* & guest in attendance</p>
<p>Fund Raiser.....</p> <p style="padding-left: 40px;">A minimum of 5 local chapter members must be in attendance.</p> <p style="padding-left: 40px;">Award applies to both members and guest volunteers.*</p>	<p>\$10.00 per project, plus \$1.50/person*</p>
<p>Volunteer Service Project.....</p> <p style="padding-left: 40px;">A minimum of 5 local chapter members must be in attendance.</p> <p style="padding-left: 40px;">Award applies to both members and guest volunteers.*</p>	<p>\$10.00 per project, plus \$1.50/person*</p>
<p>Social Event.....</p> <p style="padding-left: 40px;">A minimum of 10 local chapter members and guests must be in attendance per event.</p> <p style="padding-left: 40px;">Award applies to both members and guests. (The minimum of 10 must include at least five local chapter members.)</p>	<p>\$10.00 per project, plus \$1.50/person*</p>
<p>Membership Drive Event</p>	<p>applies to annual activity bonus only</p>
<p>State or Regional Meeting.....</p> <p>Quadrennial District/National Conv.</p>	<p>\$10.00 for each Society local chapter member in attendance</p>

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

All activities, other than business meetings, must be explained in the section provided.

Reporting on Fraternal Volunteer Service is important:

- Report how many visits were made by the individual members.
- Report hours spent providing assistance for members and their families, or in benefiting the community. (Hours preparing funeral dinner; hours as volunteer, etc., hours spent by juniors if enlisted in project.)

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.