



**2015-2016 Chapter Annual Report
2015-2016 Reporting Period**

Chapter Name:

Address:

City:

State:

Country:

Zip Code:

Contact Person:

Email Address:

Officers and Dates of Terms:

Meeting and Programs Held:

Goals and Accomplishments:

Future Directions and Activities Planned:

Number of New Chapter Members:

Current Total Chapter Membership:

Number of Chapter Members who are also National Members of SVN:

Membership List: (Type below or send Excel file to Leah Grunewald at lgrunewald@svnnet.org)

Appendix E
Sample Treasurer's Financial Report

[Chapter Name]

Treasurer's Financial Report

For _____

Date

Cash Balance as of _____ \$347.77

Date

Income:

Dues \$60.00

Fees Registration
\$70.00
Corporate donations \$1,000.00 \$1,130.00

Expenses:

Copying \$166.52

Postage \$397.13

Misc. \$218.58 \$782.83

Cash Balance as of _____ \$695.54

Date

_____ [Signature]

Mary Meyers, Treasurer

APPENDIX G

Explanation and Example of a Financial/Audit Report

Financial: attach bank statement (last checking account statement from the bank as of _____ date)

Check all that apply:

___ Financial records on file.

___ Annual audit of financial records

Starting balance as of [date], _____ (funds in checking, ending balance of the previous year)

Ending balance as of [date], _____ (funds in checking as of this date)

Assets: (the gross amount of money and property that the chapter has received from revenue sources; all assets of value that are quantifiable)

1. Cash _____ (cash on hand & funds in checking account available to be spent)
2. Accounts Receivable _____ (money owed to the chapter that has not been collected)
3. Inventories _____ (property of value, such as stationary supplies, or equipment like a computer or printer)

4. Other Assets _____ (money or property of a less tangible or liquid nature, unavailable to be spent ; such as savings or money market accounts; stocks, bonds, or certificates of deposit, real estate, etc.)

Total Assets _____ (add lines 1-4)

Liabilities: **(all debts owed by the chapter)**

5. Accounts payable _____ (bills for meetings; programs; refreshments; newsletters, mailings, and supplies, etc.)

6. Contributions/Gifts/grants _____ (donations owed to charities; scholarship awards owed to individual members)

7. Other Liabilities _____ (items owed that are not clearly defined, such as bank service fees, consulting services, phone costs, etc.)

Total Liabilities _____ (add lines 5-7)

Net Balance _____ (total assets minus total liabilities)