

Treasurer's Annual Report Instruction Sheet

Most of the items on this report are self explanatory and the information should be readily available from your cash book.

PART I

- Line 1: This is your fund balances shown in the Treasurer's Cash Book at the close of business for the prior term.
- Line 2: Add all receipts for the twelve (12) month period from June 1 to May 31.
- Line 3: Total Lines 1 and 2.
- Line 4: Subtract all expenditures for the twelve (12) month period from June 1 to May 31.
- Line 5: Total. This should be the balance shown by the Treasurer's Cash Book.
- Line 6: Add the outstanding checks.
- Line 7: Total Lines 5 and 6.
- Line 8: This line is for any adjustments that may be needed to balance with the bank statements. For example: deduct any checks that were written after the close of the final meeting in May and cleared the bank before the statement was issued, or any money turned over from the Secretary but not deposited before the bank statement. (Note: Section 86.1 of the Statues requires that all deposits must be made within 48 hours).
- Line 9: This figure should equal the account balances as shown by the bank statements.
- Line 10: This figure should be obtained from the Secretary and must be the same as Line 5 of this report.

If you use the (fund) column with no heading, please identify the column with an account name.

We request verification of the figures on Line 9. Either have it verified by a bank official or send in copies of your May 31st bank statements, with this report, to verify bank balances.

PART II

List all bonds, time deposits, CD's, savings accounts or other investment of your Aerie/Auxiliary. Do not include any real estate, buildings or property. If you need additional space to list these items, please use a separate sheet and attach to this report.

PLEASE BE SURE THE TREASURER AND SECRETARY SIGN THIS REPORT.

**RETURN TO:
GRAND AERIE
ATTENTION: GENERAL AUDITOR
1623 GATEWAY CIRCLE S.
GROVE CITY, OH 43123**

