



**Section III: Financial Report**

Report for period \_\_\_\_\_ through \_\_\_\_\_  
 (prior report date) (present report date)

A. Financial balance as of ..... \$ \_\_\_\_\_ A.

**B. Income since last report**

Date	Source	Amount
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
		<b>Total income \$ _____ B.</b>

C. Total funds available since last report (A + B) \$ \_\_\_\_\_ C.

**D. Expenses since last report**

Date	Paid to	Purpose	Check #	Amount
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
				<b>Total expenses \$ _____ D.</b>

E. Financial balance as of \_\_\_\_\_ (present report date) (C - D) \$ \_\_\_\_\_ E.  
 (A. on next report)

Name, address, and account number of bank(s) used by chapter

- Checking: \_\_\_\_\_ Account # \_\_\_\_\_
- Savings: \_\_\_\_\_ Account # \_\_\_\_\_

**Section IV: Certification**

Treasurer's Name		President's Name	
Signature:		Signature	Date:

**INSTRUCTIONS:** Send a single signed copy to MCEA, Attn: Field Services Department, 7127 Rutherford Rd., Baltimore, Md. 21244-2763 by the 20th of the month following the close of the calendar quarter. Make a copy and retain for chapter records.