

## **SECRETARIES END OF THE YEAR REPORT**

**All secretaries must do an end of the report for their chapter. This report should include the following:**

- **Monthly Income**
- **Monthly disbursements**
- **Total Income for the year**
- **Total disbursements for the year**
- **Total members at the beginning and end of the year**
- **Total deaths**
- **Total members dropped**
- **Total Indigent**
- **Total Demits**
- **Total suspended for non-payment of dues**
- **Total Re-instated**

**Include members that have not paid their dues (These members should be suspended for nonpayment of dues by a vote of the Chapter members).**

**Your report along with the end of the year treasurers report will be used to conduct the annual audit report.**