**HOSA Meeting Treasurer’s Reports**

Your chapter treasurer should report at each chapter meeting.

**Suggestions:**

* + Provide your receipt book to your treasurer in order for them to tally the credits.
  + They should edit the report template to reflect your chapter’s credits/debits.
  + As the advisor, you will need to provide them with a list of the debits (this comes from your bookkeeper).
  + You will also have to provide them with the estimated debts, for example: upcoming fieldtrips costs, state leadership conference costs, costs of HOSA purchased items that haven’t clear yet, etc.
  + You might want to set a deadline (2 days prior to each meeting) for the treasurer to present the report to you for your approval.

You do not have to share the overall HOSA balance, it’s your choice.

You can let each year start with a zero balance for the treasurer. This will allow the current group of members to keep track of their specific activities.

Consider allowing the treasurer to work on their report in lieu of other classroom work. (This rewards the officer for taking a leadership role and encourages others to run for office next year).

You may edit and use the template below or you may create your own.

**Treasurer’s Report**

**September \_\_\_\_\_\_(year)**

**Opening balance $0.00**

**Credits**

HOSA dues \_\_\_\_\_\_\_\_\_\_

Donation (CVS) \_\_\_\_\_\_\_\_\_\_

Liability Insurance fees \_\_\_\_\_\_\_\_\_\_

Fundraiser (coupon books) \_\_\_\_\_\_\_\_\_\_

**Total credits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Debits**

HOSA dues \_\_\_\_\_\_\_\_\_\_

Cost of coupon books \_\_\_\_\_\_\_\_\_\_

**Total debits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENDING Balance \_\_\_\_\_\_\_\_\_\_\_**

**Debt not cleared yet**

JLDC 350.00

**Estimated balance \_\_\_\_\_\_\_\_\_\_\_**