

Treasurer Tips for the Annual Report

Preparing for the Treasurer's Annual Report

- Download the current year's training from the International website.

Peointernational.org> Local Chapter Officers> Annual Reports> Treasurer Annual Report Training (Feb 2022)

- Watch the video and then have it handy when you are actually filling out your report **after March 1**. It walks you through things step by step whether you use the electronic or paper method for recording monthly income and disbursements.

Tips for the IRS Form

Front Page:

- Remember to fill in all the “describe” other receipts or disbursements.
- Line A is the total of the deposits that you made from March 1 – February 28.
- Line B is the total of all the checks that you wrote from March 1 – February 28
- Line D should be the amount that you have totally in all your accounts at the end of the year.

Back Page:

- **Under Goods Sold:** Look carefully at #4. It asks for the “net profit” that the chapter made. You can only apply the net profit to the blanks that are provided. You probably will not make the total amount for any of these categories with your sale.
- **Under Bed and Breakfast: You will not be filling this in 2022.** (You may only place the “proceeds” after insurance and other bills are paid in the blanks beside the Projects. DO NOT place the total amount that your chapter gave to each project here.)

IMPORTANT: Date on the Check for Dues: This should be the last day of February for that year. DO NOT write the date that you mail your forms as this is to be the last check that you write for this year.

Please keep these in your Treasurer's Book for future Treasurers to use.