

## THE REVENUE AND EXPENSE REPORT

All chapters must submit a completed Revenue & Expense Report (R & E) for the year by Jan 25th of the New Year. Each chapter must have accurate accounting for all income and expenses. The report must be submitted in a specific format. The form is an Excel Spreadsheet and can be filled in by hand or a copy of the spreadsheet can be given for those who wish to do their form in the computer.

Instructions for Use of the R & E :

1. Enter revenue & expenses each month.
2. Revenue:
  - National ENA Assessment: The check that comes to your chapter directly from ENA.
  - California ENA Assessment: Checks for unassigned members, or chapter presidents that are distributed directly from the state council.
  - Education: Monies earned from educational offerings.
  - Donation: Monies given from any source. Can be vendor, member, and hospital donations.
  - Interest Checking: Interest earned from Chapter checking account.
  - Fund Raiser: Any money earned from fundraising activities, such as raffles, clothing sales, sales of national ENA resources, etc.
  - Deposit from Savings or CD: Any money taken from other chapter accounts and deposited into checking
3. Expenses:
  - Mailing cost of postage, mail house fees, and supplies.
  - Newsletter Printing: Cost of printing, can include professional printers, cost of paper or copying chapter newsletter.
  - Paper supplies: Supplies used for ENA information, board packets, handouts, etc.
  - Chapter Representative Travel: Cost of sending Chapter rep to State ENA meeting.
  - Education: Costs associated with the presentation of educational programs for your chapter. Can be room fees, cost of food, brochure printing.
  - Delegates ENA assembly: Costs incurred by your chapter to send delegates to National ENA.
  - Membership: any membership fees paid by your chapter.
  - President Expenses: Money reimbursed to your president
  - BRN provider renewal: cost of renewing BRN number.
  - Meeting (food, etc.) costs incurred at your local meetings.
  - Guest speaker: Money spent for speakers at meetings or educational events
  - Fund raiser: Money spent for purchases of fund raising items such as clothing, logo wear, gifts for raffle etc.
  - Miscellaneous Expense: any expense that cannot be entered into the above categories. Every effort should be made to fit all expenses into pre-established categories.
4. Savings/CD:
  - Enter beginning monthly balance each month
  - Add interest
  - Subtract any withdrawals
5. Beginning balance of R&E should match checkbook. Total revenue and expenses monthly.
6. Any questions or concerns should be discussed with the current state treasurer sooner rather than later.