



CALIFORNIA EMERGENCY NURSES ASSOCIATION THE CHAPTER ACCOUNT REPORT INSTRUCTIONS

All chapters must submit an Account Report on a quarterly basis. Each chapter must have accurate accounting for all income and expenses. The report must be submitted in the specified format. The form is an Excel Spreadsheet and can be filled in by hand or a copy of the spreadsheet can be downloaded from Cal ENA website for those who wish do to their form in the computer.

Instructions for Use of the CHAPTER ACCOUNT REPORT FORM:

- ◆ Enter INCOME (revenue & deposits) & expenses (Payments) each month.
- ◆ Send completed report to State Council Treasurer and Accountant Services on a quarterly basis. Report is due on March 31, May 30, September 30 and December 31.
- ◆ **Send report to:** State Council Treasurer: Kara Davis - KDavis@NORCALEMS.org, and State Council Bookkeeper: Kimberly Boyer - kb_bookkeeping@att.net
- ◆ Beginning balance of Account Report form should match checkbook. **Enter INCOME AND EXPENSES ON A MONTHLY BASIS TO MAINTAIN ACCURACY OF REPORT FORM.**
- ◆ The entries into the report should appear as they are currently entered into your chapter checking account register. .
- ◆ CHAPTER: Click to the right of the field entitled CHAPTER. A drop down menu will appear, select your chapter name from the list.
- ◆ MONTH/YEAR: Click to the right of the field entitled MONTH/YEAR. You are able to enter in free text to this field, i.e. MAY 2010
- ◆ The Description field provides a drop down menu. The list is provided alphabetically with expenses before revenue. **It is not necessary to separate EXPENSES / PAYMENTS from REVENUE entries on the report.** Remember the entries should appear as they are currently entered into your chapter checking account register
- ◆ Any questions or concerns should be discussed with the current state treasurer sooner rather than later.

EXPENSE (PAYMENTS) REPORTING INSTRUCTIONS:

- ◆ **Ask My Accountant** - any expense that cannot be entered into the defined categories. Every effort should be made to fit all expenses into pre-established categories
- ◆ Bank Fee
 - ✓ Fees charged by bank for services (overdrawn account, returned checks etc)
- ◆ BRN Provider Number –
 - ✓ if chapter holds own BRN number – fee for renewal of BRN number
- ◆ Chapter/Local Meetings
 - ✓ Expenses associated with conducting local chapter meeting – food, rental fees etc
- ◆ Conference/Convention Meeting
 - ✓ fees paid to attend, **OTHER THAN** general assembly, national leadership, state council meetings



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- ◆ Contract Services – This category can be ignored
 - ✓ Accounting Fees, Legal Fees
 - ✓ Stipend -
- ◆ Educational Expenses
 - ✓ Costs associated with presentation of educational programs for your chapter. This can be room fees, cost of food, brochure printing
- ◆ ENAF
 - ✓ Expenses associated with raising monies for ENAF
 - ✓ State challenge – monies donated to yearly National ENAF State Challenge
- ◆ Fundraiser Expense
 - ✓ Money spent for purchases of fund raising items such as clothing, logo wear, gifts for raffle etc.
- ◆ General Assembly
 - ✓ Monies given to chapter members to support their attendance at ENA Annual Meeting as delegate to General Assembly
- ◆ Guest Speaker
 - ✓ Monies paid to guest speaker – honorarium, travel/hotel expenses
- ◆ Mail Box Rental, Postage, Mailing
 - ✓ Fees for maintaining chapter mail box rental, postage of chapter related correspondence etc
- ◆ Membership Sponsorships
 - ✓ Any membership fees paid by your chapter, including gift memberships awarded
- ◆ Merchandise Expense
 - ✓ Monies spent for purchase of pins, shirts etc for chapter members
- ◆ Misc –
- ◆ National Leadership Meeting
 - ✓ Monies given to chapter members to attend National LEADERSHIP MEETING
- ◆ Per Diem
 - ✓ Monies presented to chapter rep to attend state council, if allowed by chapter membership or other chapter members who represent chapter at official functions as directed by membership
- ◆ Printing and Copying
 - ✓ (Newsletters, brochures, can include professional printing services, cost of paper etc)
- ◆ Scholarship
 - ✓ Monies awarded to scholarship recipients
- ◆ State Challenge
 - ✓ Monies donated by chapter to ENAF annual state challenge in support of California
- ◆ State Council Meeting
 - ✓ Need to indicate which month – cost of travel by chapter rep to attend ENA State Council Meeting
- ◆ Supplies
 - ✓ used for ENA information, board packets, handouts, etc.



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- ◆ WebSite Hosting,
 - ✓ Fees associated with Chapter use of Magnet Mail

INCOME (DEPOSITS) REPORTING INSTRUCTIONS

- ◆ Donation:
 - ✓ Monies given from any source. Can be vendor, member, and hospital donations
- ◆ Education Income
 - ✓ Monies earned from educational offerings – chapter sponsored education can be from a monthly meeting or all day program
- ◆ Emergency Nurses Week Grant
 - ✓ Monies received from State Council to support recognition of chapters members and/or local hospital emergency department recognition (i.e. food, flowers,).
- ◆ ENAF Income
 - ✓ Monies collected in support of National ENAF, which are then donated to ENAF
- ◆ Fundraiser Income
 - ✓ Indicate specific type –i.e. selling of pins, mugs, sales of ENA resource materials,
- ◆ Interest Income
 - ✓ Interest earned from chapter CD accounts or chapter savings accounts
- ◆ Membership Income:
 - ✓ National ENA Assessment: The check that comes to your chapter directly from ENA amount directly linked to the number of designated chapter members.
- ◆ Merchandise Income
 - ✓ Income from the sale of chapter sponsored merchandise –i.e. pins, pens, shirts etc
- ◆ Misc Revenue
 - ✓ Indicate specific type
- ◆ Newsletter (Advertisement)
 - ✓ Income received for paid advertising in chapter newsletter
- ◆ Sponsors
 - ✓ Monies received from sponsors for chapter meetings/educational events etc.