

Daughters of Penelope

Supreme Headquarters
1909 Q Street, NW
Suite 500
Washington, DC 20009



Tel: 202.234.9741
Fax: 202.483.6983
www.daughtersofpenelope.org
E-mail: dophq@ahepa.org

End of the Year Board of Governors Report

Chapter Name _____ Chapter # _____

Location _____ District _____

Date _____

MEMBERSHIP STATUS

Members who have paid dues for **current year** (Jan. 1-June 1) _____

Life Waived Members (Sept. 1- June 1 of current year) _____

Members Initiated into Chapter (Sept. 1- June 1 of current year) _____

Members Transferred into Chapter (Sept. 1- June 1 of current year) _____

TOTAL #1 _____

Delinquent Members (Sept. 1- June 1 of current year) _____

Transferred Out Members (Sept. 1- June 1 of current year) _____

Deceased (Sept. 1- June 1 of current year) _____

TOTAL #2 _____

Membership total as of Dec 31 (Last Year) _____

Net Gain/Loss (*) (#1 -#2) = **TOTAL in Good Standing** = _____

PER CAPITA

of members Paid for at District Level _____

of members Paid for at National Level _____

End of the Year Board of Governors Report

According to the Constitution (p.49)

Article XXIII-Duties and Powers of Chapter Officers

Section 11. Board of Governors The Board of Governors shall have general supervision of the affairs of the Chapter. They shall review the books and records of the Secretary and Treasurer of the Chapter and the books and records of the Maids of Athena Chapter and shall submit an annual report thereof in June, to the Chapter, to the District Governor, and Headquarters.

FINANCIAL INSTITUTIONS

Bank Name _____

Type of Account _____

Address _____

Signers on the Account

1) _____

2) _____

3) _____

Bank Name _____

Type of Account _____

Address _____

Signers on the Account

1) _____

2) _____

3) _____

Bank Name _____

Type of Account _____

Address _____

Signers on the Account

1) _____

2) _____

3) _____

End of the Year Board of Governors Report

FINANCIAL STATUS

Operating Account

Balance brought forward from Previous Year \$ _____

Total Receipts \$ _____

TOTAL \$ _____

Total Disbursements \$ _____

Balance on Hand \$ _____

TOTAL \$ _____

Savings Account Balance \$ _____

Other Account(s) Balance \$ _____

1) _____

2) _____

3) _____

TOTAL \$ _____

Board of Governors

(Signature of all listed Governors)

Chairperson _____

X _____

X _____

X _____

X _____

Date of Audit

End of the Year Board of Governors Report

INVENTORY LIST OF CHAPTER PARAPHENALIA

	In Possession	How many
Altar and Station Cloths		
Kneeling Stool		
Chapter Jewels		
Bible		
Candle Snuffer		
Cross		
Gavel		
Baton		
Charter		
Minutes Binder		
Attendance Book		
Membership Ledger		
Degree Team Robes		
Flags (American/Greek)		
Election Ballot Box		
Correspondence File		
Treasurer's File and Checkbook		
Chapter Seal or Stamp		
Protocol Book		
Ritual Book(s)		
Constitution(s)		
Manual of Instruction(s)		
Manual of Parliamentary Procedure (Robert's Rules)		

Other Paraphenalia

X _____

President

X _____

Secretary

Date