

RECEIPTS/DISBURSEMENT LEDGER

CHECKING ACCOUNT - OPERATING FUNDS							
ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH			\$ -
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15							\$ -
16							\$ -
17							\$ -
18							\$ -
19							\$ -
20							\$ -

RECEIPTS/DISBURSEMENT LEDGER

CHECKING ACCOUNT - OPERATING FUNDS							
21							\$ -
22							\$ -
23							\$ -
24							\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -
29							\$ -
30							\$ -
31							\$ -
32							\$ -
33							\$ -
34							\$ -
35							\$ -
36							\$ -
37				1st Qtr Ending Balance		\$ -	\$ -

RECEIPTS/ DISBURSEMENTS LEDGER
CHECKING ACCOUNT - OPERATING FUNDS

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH			\$ -
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15							\$ -
16							\$ -
17							\$ -
18							\$ -
19							\$ -
20							\$ -

RECEIPTS/ DISBURSEMENTS LEDGER

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
21							\$ -
22							\$ -
23							\$ -
24							\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -
29							\$ -
30							\$ -
31							\$ -
32							\$ -
33							\$ -
34							\$ -
35							\$ -
36							\$ -
37				2nd Qtr Ending Balance	\$ -	\$ -	\$ -

RECEIPTS/ DISBURSEMENT LEDGER ----- SAVINGS LEDGER

CHECKING ACCOUNT - OPERATING FUNDS

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH			\$ -
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15							\$ -
16							\$ -
17							\$ -
18							\$ -
19							\$ -
20							\$ -

RECEIPTS/ DISBURSEMENT LEDGER ----- SAVINGS LEDGER

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
21							\$ -
22							\$ -
23							\$ -
24							\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -
29							\$ -
30							\$ -
31							\$ -
32							\$ -
33							\$ -
34							\$ -
35				3rd Qtr Ending Balance	\$ -	\$ -	\$ -

RECEIPTS/ DISBURSEMENTS LEDGER
CHECKING ACCOUNT - OPERATING FUNDS

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
1				Beginning Balance - THIS IS THE SAME AS ENDING BALANCE THE PREVIOUS MONTH			\$ -
2							\$ -
3							\$ -
4							\$ -
5							\$ -
6							\$ -
7							\$ -
8							\$ -
9							\$ -
10							\$ -
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15							\$ -
16							\$ -
17							\$ -
18							\$ -

RECEIPTS/ DISBURSEMENTS LEDGER

ENTRY	DATE	CODE	CHECK #	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
19							\$ -
20							\$ -
21							\$ -
22							\$ -
23							\$ -
24							\$ -
25							\$ -
26							\$ -
27							\$ -
28							\$ -
29							\$ -
30							\$ -
31							\$ -
32							\$ -
33							\$ -
34							\$ -
35				4th Qtr Ending Balance	\$ -	\$ -	\$ -

SAVINGS LEDGER

SAVINGS ACCOUNTS AND ALL SAVINGS TYPE ACCOUNTS WITH MATURITY DATES						
SAVINGS ACCT INFORMATION	DATE	CODE	DESCRIPTION	DEPOSIT	EXPENSE	BALANCE
Institution and Acct #						
			Beginning Balance			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
			Beginning Balance			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
			Beginning Balance			\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

TOTAL EXPENDITURES BY CODE

	INCOME				
QTR	001	001A	001B	002	
1st					
Total -Qtr	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL		\$ -		
2nd					
Total-Qtr	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL		\$ -		
3rd					
Total-Qtr	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL		\$ -		
4th					
Total-Qtr	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL		\$ -		
QUARTER TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL		\$ -		
	Previous Year Balance		\$ -		
INCOME	GRAND TOTAL		\$ -		

TOTAL EXPENDITURES BY CODE

	EXPENDITURES							
101	102	103	104		106	201	301	302
Chapter Meetings	E-Board	Stipend	Newsltr	Member Recruitmt	Community Relations	General Council	CSR BOD	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL	\$ -						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL	\$ -						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL	\$ -						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SUB TOTAL	\$ -						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		EXPENDITURE	GRAND TOTAL			\$0.00		
		YEAR TO DATE TOTALS						
			INCOME			\$ -		
			EXPENSES			\$ -		
			BALANCE			\$ -		



CHAPTER FINANCIAL REPORT

Chapter # _____ 1st Qtr _____ X 2nd Qtr _____ 3rd Qtr _____ 4th Qtr _____ YEAR _____
 Jan-Mar April-June July-Sept Oct-Dec

INCOME		Month	Date	Amount	DUES BASE	\$	-
001	Dues	_____	ACH _____	_____			
	Dues	_____	ACH _____	_____			
	Dues	_____	ACH _____	_____			
001	Dues	_____	_____	_____			
001	Dues	_____	_____	_____			
001A	Award	_____	ACH _____	_____			
001A	Grant	_____	ACH _____	_____			
		_____	_____	_____			
002	Interest	Checking _____	_____	_____			

Sub Totals

\$	-
\$	-

EXPENSES

TOTAL INCOME

\$	-
----	---

101 Chapter Meeting _____	401 Training _____
102 Chapter Executive Meetings _____	402 Travel Advance - _____
103 Officer's Stipends _____	403 Telephone/Internet/Website _____
104 Newsletter _____	404 Supplies _____
106 Membership Recruitment _____	405 Postage _____
201 Community Relations _____	406 Affiliate Dues/Publications _____
301 General Council _____	407 Rent _____
302 CSR Board Meetings _____	408 Equipment/Maintenance/Rental _____
304 CSR Committee Meetings _____	409 Equipment Purchase (attach inventory sheet) _____
305 CSR Delegate Assembly _____	410 Service Charges _____
306 CSEA Statewide Meetings _____	411 Misc. Expenses (explain below) _____
307 CalPERS/Lobby Day _____	

TOTAL EXPENSES

\$	-
----	---

HQ ALLOCATIONS - other

Grant _____	Total _____	Spent _____	Balance	\$	-
Award _____	Total _____	Spent _____	Balance	\$	-
_____	Total _____	Spent _____	Balance	\$	-
_____	Total _____	Spent _____	Balance	\$	-
	SUB TOTAL			\$	-

SUMMARY

Advances (name & amount)	Checking	Savings	Other - CD
Balance Forward (last report)	\$ -	\$ -	\$ -
1 _____ \$ -	\$ -	\$ -	\$ -
2 _____ \$ -	\$ -	\$ -	\$ -
3 _____ \$ -			
4 _____ \$ -			
5 _____ \$ -			
TOTAL	\$ -		

COMMENTS

CAP AMOUNT

\$	-
----	---

GRAND TOTAL ALL ACCOUNTS

\$	-
----	---

Minus HQ Grants & Misc - Non Chapter Dues Money)

(Grants and Awards balance is added back into Grand Total of all accounts)

\$	-
----	---

CAP DIFFERENCE

\$	-
----	---

ACTUAL MONTHLY DUES ALLOCATION IN OPERATING ACCOUNT

\$	-
----	---

I certify that the above information is true and correct to the best of my knowledge and belief

Chapter President

Date

Chapter Treasurer



CHAPTER FINANCIAL REPORT

Chapter # _____ 1st Qtr _____ 2nd Qtr X 3rd Qtr _____ 4th Qtr _____ YEAR _____
 Jan-Mar April-June July-Sept Oct-Dec

INCOME		Month	Date	Amount	DUES BASE	\$
001	Dues	_____	ACH _____	\$ -		
001	Dues	_____	ACH _____	\$ -		
001	Dues	_____	ACH _____	\$ -		
001	Dues	_____	_____	\$ -		
001	Dues	_____	_____	\$ -		
001A	Award	_____	ACH _____	\$ -		
001A	Grant	_____	ACH _____	\$ -		
		_____	_____	\$ -		
002	Interest	Checking _____	_____	_____		

EXPENSES		TOTAL INCOME		TOTAL EXPENSES	
101	Chapter Meeting	\$ -	401	Training	\$ -
102	Chapter Executive Meetings	\$ -	402	Travel Advance -	\$ -
103	Officer's Stipends	\$ -	403	Telephone/Internet/Website	\$ -
104	Newsletter	\$ -	404	Supplies	\$ -
106	Membership Recruitment	\$ -	405	Postage	\$ -
201	Community Relations	\$ -	406	Affiliate Dues/Publications	\$ -
301	General Council	\$ -	407	Rent	\$ -
302	CSR Board Meetings	\$ -	408	Equipment/Maintenance/Rental	\$ -
304	CSR Committee Meetings	\$ -	409	Equipment Purchase (attach inventory sheet)	\$ -
305	CSR Delegate Assembly	\$ -	410	Service Charges	\$ -
306	CSEA Statewide Meetings	\$ -	411	Misc. Expenses (explain below)	\$ -
307	CalPERS/Lobby Day	\$ -			

HQ ALLOCATIONS - other		Total	Spent	Balance
Grant	_____	\$ -	\$ -	\$ -
Award	_____	\$ -	\$ -	\$ -
	_____	\$ -	\$ -	\$ -
	_____	\$ -	\$ -	\$ -
SUB TOTAL				\$ -

SUMMARY

Advances (name & amount)	Checking	Savings	Other - CD
Balance Forward (last report)	\$ -	\$ -	\$ -
1 Add INCOME	\$ -	\$ -	\$ -
2 Deduct EXPENSES	\$ -	\$ -	\$ -
3			
4			
5 Balance at end of Quarter	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

COMMENTS

CAP AMOUNT	\$ -
GRAND TOTAL ALL ACCOUNTS	\$ -
Minus HQ Grants & Misc - Non Chapter Dues Money (Grants and Awards balance is added back into Grand Total of all accounts)	\$ -
CAP DIFFERENCE	\$ -
ACTUAL MONTHLY DUES ALLOCATION IN OPERATING ACCOUNT	\$ -

I certify that the above information is true and correct to the best of my knowledge and belief



CHAPTER FINANCIAL REPORT

Chapter # _____ 1st Qtr _____ 2nd Qtr _____ 3rd Qtr _____ 4th Qtr **X** **YEAR** _____
 _____ Jan-Mar _____ April-June _____ July-Sept _____ Oct-Dec

INCOME	Month	Date	Amount	DUES BASE	\$	-
001 Dues	_____	ACH _____	_____			
Dues	_____	ACH _____	_____			
Dues	_____	ACH _____	_____			
001 Dues	_____	_____	_____			
001 Dues	_____	_____	_____			
001A Award	_____	ACH _____	_____			
001A Grant	_____	ACH _____	\$ -			
			\$ -			
002 Interest	Checking _____	_____	_____			

Sub Totals

\$ -
\$ -
\$ -

EXPENSES	TOTAL INCOME	\$	-
101 Chapter Meeting	\$ -	401 Training	\$ -
102 Chapter Executive Meetings	\$ -	402 Travel Advance -	\$ -
103 Officer's Stipends	\$ -	403 Telephone/Internet/Website	\$ -
104 Newsletter	\$ -	404 Supplies	\$ -
106 Membership Recruitment	\$ -	405 Postage	\$ -
201 Community Relations	\$ -	406 Affiliate Dues/Publications	\$ -
301 General Council	\$ -	407 Rent	\$ -
302 CSR Board Meetings	\$ -	408 Equipment/Maintenance/Rental	\$ -
304 CSR Committee Meetings	\$ -	409 Equipment Purchase (attach inventory sheet)	\$ -
305 CSR Delegate Assembly	\$ -	410 Service Charges	\$ -
306 CSEA Statewide Meetings	\$ -	411 Misc. Expenses (explain below)	\$ -
307 CalPERS/Lobby Day	\$ -		

TOTAL EXPENSES \$ -

HQ ALLOCATIONS - other

Grant	Total	\$	-	Spent	\$	-	Balance	\$	-
Award	Total	\$	-	Spent	\$	-	Balance	\$	-
	Total	\$	-	Spent	\$	-	Balance	\$	-
	Total	\$	-	Spent	\$	-	Balance	\$	-

SUB TOTAL \$ -

SUMMARY

Advances (name & amount)	Checking	Savings	Other - CD
Balance Forward (last report)	\$ -	\$ -	\$ -
1 _____ \$ - Add INCOME	\$ -	\$ -	\$ -
2 _____ \$ - Deduct EXPENSES	\$ -	\$ -	\$ -
3 _____ \$ -			
4 _____ \$ - Balance at end of			
5 _____ \$ - Quarter	\$ -	\$ -	\$ -
TOTAL	\$ -		

COMMENTS

CAP AMOUNT	\$ -
GRAND TOTAL ALL ACCOUNTS	\$ -
Minus HQ Grants & Misc - Non Chapter Dues Money)	\$ -
(Grants and Awards balance is added back into Grand Total of all accounts)	
CAP DIFFERENCE	\$ -
ACTUAL MONTHLY DUES ALLOCATION IN OPERATING ACCOUNT	\$ -

I certify that the above information is true and correct to the best of my knowledge and belief

Chapter President

Date

Chapter Treasurer



CALIFORNIA STATE RETIREES

DISBURSEMENT REPORT

Date of Grant/ Award	Chapter #	Purpose of Grant (number) or Other HQ Fu	\$ Amount	ACH Date
_____	_____	<div style="background-color: yellow; width: 400px; height: 20px;"></div>	\$ -	_____

Disbursements and Expenditures

STARTING BALANCE \$ -

DATE	ITEM DESCRIPTION	AMOUNT	ACH Date
1st Quarter SUB TOTAL		\$ -	
2nd Quarter SUB TOTAL		\$ -	
3rd Quarter SUB TOTAL		\$ -	
4th Quarter SUB TOTAL		\$ -	

PERIOD ENDING (Date) _____ TOTAL AMOUNT \$ -

GRANT BALANCE REMAINING \$ -

ESTIMATED GRANT COMPLETION DATE _____

Approved By _____ Date _____

Chapter President

Chapter Treasurer



CALIFORNIA STATE RETIREES

1108 O STREET, SUITE 300 SACRAMENTO, CA 95814
3 YEAR CSR CHAPTER BUDGET for CHAPTER #

DUES INCOME (Do not include Scholarship or other outside funds)

Average Monthly Dues Allocation Check \$ - x 12 = \$ -

Year	Year	Year

EXPENDITURES

101 Chapter Meetings			
102 Chapter Executive Officer Meetings			
103 Officer's Stipend			
104 Newsletter/Website			
106 Member Recruitment/Retention			
201 Community Relations (7%)	\$ -	\$ -	\$ -
301 General Council			
302 CSR Board Meetings			
304 CSR Committee Meetings			
305 CSR Delegate Assembly			
306 CalPERS-Lobby Day (only)			
307 PERS Board and Legislative Issues			
401 Training			
403 Telephone/Internet			
404 Office Supplies			
405 Postage			
406 Dues/Publications			
407 Rent			
408 Equipment Maintenance/Rental			
409 Equipment Purchases			
410 Service Charges			
411 Miscellaneous Expenses			
* Total Budgeted Expenditures	\$ -	\$ -	\$ -
Ending Balance from Prior Year (Incl Savings,CD, etc)	\$ -	\$ -	\$ -
Dues Income	\$ -	\$ -	\$ -
* Total Funds Available	\$ -	\$ -	\$ -
* Less Budgeted Expenditures	\$ -	\$ -	\$ -
Excess/Deficit (carryover to next year)	\$ -	\$ -	\$ -

Date Budget Adopted: _____

Officer Signatures:

Chapter President

Chapter Treasurer



CALIFORNIA STATE RETIREES

TREASURER'S REPORT

CHAPTER _____

DATE _____

BEGINNING BALANCE ALL ACCOUNTS

\$ -

CHECKING

BALANCE FORWARD

\$ -

RECEIPTS

CODE	Number	DESCRIPTION	AMOUNT
001	_____	_____	_____
001A	_____	_____	_____
002	_____	_____	_____
TOTAL RECEIPTS			\$ -

DISBURSEMENTS

Number	DESCRIPTION	AMOUNT
_____	_____	_____
_____	_____	_____
TOTAL DISBURSEMENTS		\$ -

SUB TOTAL - LEDGER BALANCE

\$ -

CHECKS NOT CLEARED

Number	DESCRIPTION
_____	_____
TOTAL NOT CLEARED	

\$ -

CHECKING ACCOUNT BALANCE

\$ -

SAVINGS

Beginning Balance **\$ -**

Interest **\$ -**

Revenue **\$ -**

Disbursement **\$ -**

Ending Balance **\$ -**

MONEY MARKET

Beginning Balance **\$ -**

Interest **\$ -**

Ending Balance **\$ -**

CERTIFICATES

Beginning Balance **\$ -**

Interest **\$ -**

Ending Balance **\$ -**

TOTAL CHAPTER RESOURCES

\$ -

DATE SIGNED: _____

SIGNATURE OF TREASURER _____



CALIFORNIA STATE RETIREES

CHAPTER CHECK REQUEST

Chapter _____

Recommended by (name) _____ Date _____

President's approval _____ Date _____

Treasurer's approval _____ Date _____

Make check payable to:

NAME: _____ Date Paid _____

ADDRESS _____ Check number _____

CITY, ZIP _____ Expense _____

Quantity	Description of Purchase and Activity	Amount
TOTAL AMOUNT DUE		\$ -



CALIFORNIA STATE RETIREES REQUEST FOR TRAVEL ADVANCE

DATE: _____

TO: **Chapter** _____

FROM: (Name) _____ SS#: _____
(Title) _____

Amount Requested: _____ Travel to: _____

Meeting Attending: _____

Or Other Purpose: _____

Departure Date: _____ Return Date: _____

Send Check To: (address): _____

Under IRS Ruling 943 in the U.S. Master Tax Guide, an advance to cover expenses falls into an accountable plan, which states that "the employee/(member) must return to the employer amounts in excess of the substantiated (or deemed substantiated) expenses ... An employee/(member) must return amounts received in excess of those substantiated or deemed substantiated within a reasonable period of time. If the employee/(member) fails to return the excess within a reasonable period of time, excess amounts retained will be treated as paid under a nonaccountable plan and must be included in income by the employee/(member) ... The following are treated as occurring within a reasonable period of time: (1) advance payments — 30 days before reasonable anticipated expenses are paid (or incurred); (2) substantiation — 60 days after expenses are paid (or incurred); and (3) return of excess amounts — 120 days after expenses are paid (or incurred)."

By Signing below, I agree to the terms of the above.

Signature: _____ President's Approval: _____

FOR CHAPTER USE ONLY

Prior Advance Outstanding: _____ Date Last Claim: _____

Advance Approved by: _____

Submit in Duplicate Keep copy for your files.



CALIFORNIA STATE RETIREES INC

1108 O Street, Ste 300 Sacramento, California 98514-9947

CHAPTER # _____

EXPENSE CLAIM

ACCOUNTING USE ONLY

Name (print) _____ Date _____

Mailing Address _____ City/Zip _____

E-Mail Address _____ Phone Number _____

Date					
Location					
Time Depart					
Time Return					
Activity					
Activity Code					
	LODGING	LODGING	LODGING	LODGING	LODGING
1. Room					
2. Incidentals					
	MEALS	MEALS	MEALS	MEALS	MEALS
3. Breakfast					
4. Lunch					
5. Dinner					
	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
6. Common Carrier					
7. Airporter					
8. Personal Car					
9. Parking					
10. Bridge Tolls					
	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS	MISCELLANEOUS
11. Taxi cabs					
12. Tele/telegrams					
13. Other (explain)					
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

I hereby certify that this is a true statement of travel expenses incurred by me in accordance with the current travel expense policy of the Association during the period of this claim, that all items shown were for official business of the Association, and that no expenses herein were received or paid from any other source.

Signature _____
Title _____

Total expense this page		\$0.00
Total on attached pages		
Grand total expenses		\$0.00
Less - travel advances		
Balance Due	Employee	\$ -
	CSR	\$ -
APPROVED		

NOTE: Original to be provided to Chapter Treasurer with Receipts attached; Retain Copies



CALIFORNIA STATE RETIREES

CHAPTER _____ INVENTORY CONTROL LIST

DATE ACQUIRED	DESCRIPTION	COST	LOCATION	DISPOSITION

DATE _____ Chapter President _____ Chapter Treasurer _____