



Meeting Date: _____ Executive / Association Meeting

Prepare and present a Treasurer Report at each meeting.

“I am presenting the Treasurer’s Report from _____ to _____

Beginning balance is \$ _____

Receipts are in the amount of \$ _____

Disbursements are in the amount of \$ _____

Ending balance is \$ _____”

(President asks if there are any questions, then states that the treasurer report will be filed for audit)

Prepare a list of checks/paid bills to ratify (check #, payee & amount) or state ones listed below.

“I move to ratify paid bills, check number _____ to check number _____

in the total amount of \$ _____”

(President will state / repeat motion, any discussion, and then vote)

Bills within budget line items that were not released at a previous meeting need approval to allow payment.

“I move to pay the following bills presented (state payee, event, amount for each)

_____”

(President will state / repeat motion, any discussion, and then vote)

Treasurer or Chairperson must release funds for budget line items at association meetings to allow payment of bills that will need to be paid prior to the next association meeting.

“I move to release funds for _____, _____,
_____ not to exceed budget”

(President will state / repeat motion, any discussion, and then vote)