Monthly Treasurer’s Report to Club

When the President asks for the Treasurer’s Report, you should stand and say:

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State the beginning balance: “The beginning balance was ________________.”

State all income and where it came from: “Income was ______ dollars from ______ and ______ dollars from ______, for a total income of ______________ dollars.”

State all expenses paid: “Expenses were ______ dollars for ______ and ______ dollars for _______, for a total of ________ dollars.”

Finish with the ending balance that you have on your records. “The ending balance is ________________ dollars.”

Present any outstanding bills for payment. “We have a bill from __________ for ______________ dollars for ____________ (what it was for). “
  o Have club members pass a motion to approve payment before you pay any bill.

You may be seated after giving your report.