

Monthly Treasurer's Report to Club

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

- ✿ 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)."
 - Have club members pass a motion to approve payment before you pay any bill.

You may be seated after giving your report.