# Treasurer's Script for Meetings

## Step 1: Present the Report

*You should have hard copies of the complete treasurer's report for all who ask – typically copies for all members at a board meeting and just a few copies posted on a wall at association meeting.*

### *Treasurer Reads (for each account owned by the PTA):*

**"SAVINGS**

Balance on Hand as of (date): _____

Total Receipts: _____

Total Disbursements: _____

Balance on Hand as of (date): _____

**CHECKING**

Balance on Hand as of (date): _____

Total Receipts: _____

Total Disbursements: _____

Balance on Hand as of (date): _____ "

## Step 2: Ratify Checks

*This refers to checks you've written since the last meeting; not checks you will be writing during this meeting.*

### *Treasurer says:*

"I move to ratify checks number: _____ through: _____ **TOTALING**: _____ as listed at the end of the treasurer's report."

*The president will ask for a 2nd and will hold a vote on the motion.*

## Step 3: Present Bills to Pay

Typically done at board meetings, but not typically done at association meetings (however, it can be).

*Before the meeting – collect any bills to pay and complete the table below.*

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***Treasurer says:***

*If you get any, be sure to add them to your list.*

***Then say:***

"The following bills have been presented for payment"
*Read off the amount, payee and short description.*

| Amount | Payee | Description |
|--------|-------|-------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Total**: _____

*After reading the bills say:*

"I move to pay bills as presented."

*The president will ask for a 2nd and will hold vote on the motion.*

You can now write checks for the bills just approved.

Give this script to the secretary after the meeting to help with the minutes

_____          _____
Unit Name                                          Month

_____          _____
Signature of Treasurer                        Date