23rd District PTA
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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:

"I have several bills presented for payment. Are there any additional bills I have not yet received?"

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