

Date: _____ Type: **General** **Executive Board**

Financial Reports:

Treasurer: "I am presenting **Treasurer's Reports** and **Check Reports** from _____ to _____

Account	Beginning Balance	Deposits	Disbursements	Ending Balance

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

"I move to ratify paid bills check number _____ to check number _____ in the total amount of _____"
(President will state/repeat motion, any discussion, vote) (Last check range: _____ to _____)

Financial Secretary: "I am presenting the **Financial Secretary Report** from _____ to _____

Receipts	Deposits	Payment Authorizations	Transfers

(President asks if there are any questions, then states that the Financial Secretaries Report will be filed for audit)

Bills within budget that were not released at a previous association 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, 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:

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

Previous Motions: