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Step-by-Step How to Give a Treasurer’s Report

Prepare a written version of the Treasurer’s Report before the meeting that includes:

* The name of your organization
* The date
* The bank balance(s) at the beginning of the period
* The total income for the period
* The total expenses for the period
* The balance(s) at the end of the period

See our sample provided.

Print out a copy for each member who will be in attendance plus a few extras. Hand out the copies before you begin your presentation. Even better, email them a day or two in advance of your meeting, to give folks more time to review.