****

Sample Oral Treasurer Report

*Note: In this example I would be giving this oral report at my board meeting*

*in the first week of October.*

“It’s good to see you all. Please refer to the Treasurer’s Report that I just handed out. You’ll see:

The opening balance on September 1st was $15,349

The total income for the month of September was $15,761

The total expenses for the month of September were $12,836

The closing balance on September 30th was $18,274

We are expecting the grants from NW Credit Union, Smith Valley Finance, and Target Technical Solutions to be awarded next month. That will be a sum of $30,000 that is earmarked for the technology boards.

The Jog-a-thon is behind budget by roughly $2000 right now and will be wrapping up next week. We should probably expected a shortfall of about $1000.

Does anyone need any clarification or have questions?”

Sample Treasurer Report Template

*Note: It’s best practice to round figures to dollars, ignoring cents.*

The opening balance for [September] was $\_\_\_\_\_\_\_\_\_\_.

The total income for the month of [September] was $\_\_\_\_\_\_\_\_\_\_.

The total expenses for the month of [September] were $\_\_\_\_\_\_\_\_\_\_.

The closing balance for [September] was $\_\_\_\_\_\_\_\_\_\_.

*Additional things to discuss if they apply:*

*If you have multiple bank accounts, you’ll give the above report for each*

*Explain any large or unusual items*

*Announce if an expense category is in danger of exceeding budget*

*Announce if a fundraiser or other income category falls short of plan*

*Request reallocation of budgeted money to another category (check your bylaws; might require a vote)*

*Request the addition of a new budget category (check your bylaws; might require a vote)*

Does anyone need any clarification or have questions?