

# Name of Organization

Meeting Date: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

## Meeting Location

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### Officers Present

President

Vice President

Secretary

Treasurer

### Members Present

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Accept minutes from previous month's meeting: Motion

Second

In Favor:

Opposed:

Treasurers Report:

Previous Month Balance:

Monthly Income:

Sources of Income:

Monthly Expenses:

Reason for Expense:

Current Balance:

Discussion:

Treasurer's Signature:

Date:

New Business:

Secretary's Signature:

Date: