

MOTIONS AND MINUTES for MEETINGS

FOR FINANCIAL OFFICERS

Treasurer's Report – Prior Fiscal Year

- **Treasurer:** *“The Beginning Balance on 5/22/24 was \$12,000; Deposits totaled \$1,000; Disbursements totaled \$3,000, leaving an Ending Balance on 6/30/24 of \$10,000.”*
- **President:** Any questions? (Assuming no questions.) Hearing none, the Treasurer's Report will be filed for the financial review.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer's Report as an attachment to the master copy of the minutes.

Ratify Checks Written in the Prior Fiscal Year

- Have a list of all of the checks written since the last association meeting to the end of the prior fiscal year.
- **Treasurer:** *“I move to ratify check numbers 1234 - 1254 totaling \$3,000 for the period from 5/22/24 - 6/30/24.”* Motion seconded from the floor.
- **President:** “Any discussion? (Pause for discussion). All in favor say Aye, those opposed say Nay.” Assuming it passes, the President says “Motion adopted.”
- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

Annual Financial Report – Prior Fiscal Year

The Annual Financial Report reports gross receipts and disbursements for the fiscal year and has separate sections for amounts belonging to the association and amounts NOT belonging to the association. See [Annual Financial Report \(Sample\)](#).

- **Treasurer:** *“I move to adopt the Sunshine PTA Annual Financial Report for the 2023 - 2024 fiscal year, as presented.”*
- **President:** “Any discussion? (Pause for discussion). All in favor say Aye, those opposed say Nay.” Assuming it passes, the President says “Motion adopted.”
- **Secretary:** Records the motion in the minutes and includes the Annual Financial Report as an attachment to the master copy of the minutes

Programs and Fundraisers

- **Program or Fundraising Chair:** *“I move to approve the proposed programs and fundraisers for the 2024 - 2025 fiscal year as listed in the agenda/on the Sunshine PTA master calendar.”* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Program or Fundraising Chair presents*

highlights. The president asks for discussion and calls for the vote as above.

- **Secretary:** Records the motion and either records the list of Programs and Fundraisers in the minutes or includes the list of Programs and Fundraisers as an attachment to the master copy of the minutes.

Budget

- **Treasurer:** *“I move to adopt the proposed budget for the 2024 - 2025 fiscal year as presented.”* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Treasurer presents highlights.*
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the budget as an attachment to the master copy of the minutes.

Release of Funds

- **Treasurer:** *“I move to release up to \$500 for the Reflections program, up to \$200 for Red Ribbon Week, up to \$900 for Spirit Wear...” (A report listing the budget categories being released may be presented instead of reading each line separately).* Motion seconded from the floor.
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and either records the list of funds released or includes the list of funds released as an attachment to the master copy of the minutes.

REMEMBER: THE RELEASE OF FUNDS ALONE DOES NOT AUTHORIZE ANY CHAIRMAN OR OFFICER TO SPEND THE FUNDS. Plans must be presented to the executive board for approval. Individual motions are still needed to authorize each expenditure. *“I move to authorize up to \$800 for the purchase of spirit wear.”*

Treasurer’s Report – Current Fiscal Year

- **Treasurer:** *“The Beginning Balance on 7/1/24 was \$10,000; Deposits totaled \$1,000; Disbursements totaled \$5,000, leaving an Ending Balance on 8/25/24 of \$6,000.”*
- **President:** Any questions? (Assuming no questions). Hearing none, Treasurer’s Report will be filed for the financial review.
- **Secretary:** Records totals for beginning balance, deposits, disbursements, and ending balance. Recommend including the Treasurer’s Report as an attachment to the master copy of the minutes.

Ratify Checks – Current Fiscal Year

Have a list of all of the checks written from the beginning of the fiscal year to the current date.

- **Treasurer:** *“I move to ratify check #'s 1255 - 1275 totaling \$5,000 for the period from 7/1/24 - 8/25/24.”* Motion seconded from the floor.
- **President:** Asks for discussion and calls for vote as above.

- **Secretary:** Records the motion and either records the list of checks ratified or includes the list of checks ratified as an attachment to the master copy of the minutes.

Financial Review

- **Financial Reviewer (or Chair of the Financial Review Committee):**

“I/The financial review committee have/has examined the records of the treasurer (and financial secretary) of _____ PTA and find them to be correct.”

***** OR *****

“I/The financial review committee have/has examined the records of the treasurer (and financial secretary) of _____ PTA find them substantially correct with recommendations. Recommendations have been communicated to the Executive Board.”

- **President:** Are there any questions?
- A motion is made from the floor: ***“I move to adopt the financial review for the [Insert name of account] for the period January 1, 2024, through June 30, 2024, as presented.”*** Motion seconded from the floor.
- **President:** Asks for discussion and calls for the vote as above.
- **Secretary:** Records the motion and includes the Financial Review Report, Financial Review Checklist, Recommendations, etc. as attachments to the master copy of the minutes.