

MOTIONS AND MINUTES FOR FINANCE OFFICERS

Treasurer's Report – prior year

- **Treasurer:** The Beginning Balance on 5/22/21 was \$12,000; Deposits totaled \$1,000; Disbursements totaled \$3,000, leaving an Ending Balance on 6/30/21 of \$10,000.
- **President:** Any questions? (Assuming no questions.). Hearing none, Treasurer's Report will be filed for audit.
- **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 – prior 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 #'s 1234-1254 totaling \$3,000 for the period from 5/22/21-6/30/21."* Motion seconded from the floor.
- **President:** Any discussion? (Pause for discussion). All in Favor say Aye, those opposed say Nay. Assuming it passes, 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 year

- **Treasurer:** Presents the report.
- **President:** Any discussion? (Pause for discussion). Hearing none – the Annual Financial Report will be filed for audit.
- **Secretary:** Includes the Annual Financial Report as an attachment to the master copy of the minutes.

Budget – current year

- **Treasurer:** *"I move to adopt the proposed budget for the 2021 - 2022 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 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

release may be presented instead of reading each line separately.) 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 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 year

- **Treasurer:** The Beginning Balance on 7/1/21 was \$10,000; Deposits totaled \$1,000; Disbursements totaled \$5,000, leaving an Ending Balance on 8/25/21 of \$6,000.
- **President:** Any questions? (Assuming no questions.). Hearing none, Treasurer’s Report will be filed for audit.
- **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 – prior 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 7/1/21-8/25/21.”* 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.

Audit

- **Auditor (or Chair of the Audit Review Committee):** “The beginning balance of the [Insert name of account (checking, savings, Paypal, Square, etc.)] account on 1/1/21 was \$22,000; Deposits totaled \$12,000; Disbursements totaled \$14,000, leaving an ending balance of \$10,000 as of 6/30/21. I/The audit committee have/has examined the records of the treasurer (and financial secretary) of _____ PTA and find them to be correct.”

• **OR ***

“The beginning balance of the [Insert name of account (checking, savings, Paypal, Square, etc.)] account 1/1/21 was \$22,000; Deposits totaled \$12,000; Disbursements totaled \$14,000, leaving an ending balance of \$10,000 as of 6/30/21. I/The audit 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 audit for the [Insert name of account] for the period January 1, 2021 through June 30, 2021, as presented.”* Motion seconded from the floor.

- **President:** Asks for discussion and calls for vote as above.
- **Secretary:** Records the motion and includes the Audit Report, Audit Checklist, Recommendations, etc. as attachments 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 2020-21 fiscal year as listed in the agenda."* Motion seconded from the floor.
- **President:** Would you like to speak to your motion? *Program or Fundraising Chair presents highlights.* President asks for discussion and calls for 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.