

FINANCIAL SCRIPT AND MOTIONS FOR THE FIRST ASSOCIATION MEETING

MAIN MOTION SCRIPT

MAKING A MOTION

Member: "Mr./Madame President"

President: "The President recognizes (name of member)."

Member: "I move. . . "State the motion or proposal.

Member: "I second the motion." OR "Second."

President: "The motion has been made by (name of mover) and seconded (name of person seconding the motion does not need to be recorded in the minutes). Is there any discussion?"

Any discussion must be addressed to the President. Motion may be changed by amendment. If the group does not wish to take final action on the motion, they may dispose of it in some other way.

CALLING THE VOTE

President: "If there is no further discussion (silence is taken as consent), the motion is . . ."

Restate the motion exactly as presented.

President: "All in favor please say 'Aye'."

President: "All opposed, please say 'No'."

If the President is able to tell from the "voice vote" (viva voce) whether there are more "Ayes" or more "Nos," he/she announces the result.

President: "The Ayes (or Nos) have it. The motion is carried (defeated)."

FIRST ASSOCIATION MEETING OF THE YEAR

FINANCIAL SECRETARY'S REPORT FOR MAY AND ANNUAL REPORT

If last year's financial secretary is at the meeting, they may present these; otherwise the current financial secretary will. Copies of the reports should be distributed.

- **Financial Secretary:**
 - "I have the May 2020 Financial Secretary's report. Receipts for the period of 5/1/2020 through 5/31/2020 totaled \$2,250."
- **Financial Secretary:** "Are there any questions? Hearing none, the report will be filed for audit."
- **Secretary:** Records the report as presented. Summary of report should be written in the minutes and the entire report is attached to master copy of the minutes.

- **Financial Secretary:**
 - **“I have the Annual Financial Secretary’s Report for the 2019-2020 fiscal year. Receipts for the period of 6/1/2019 through 5/31/2020 totaled \$57,000.”**
- **Financial Secretary:** “Are there any questions? Hearing none, **the report will be filed for audit.**”
- **Secretary:** Records the report as presented. Summary of report should be written in the minutes and the entire report is attached to master copy of the minutes.

FINANCIAL SECRETARY’S REPORT FOR JUNE AND JULY

This year’s financial secretary presents these reports. Copies of the reports should be distributed.

- **Financial Secretary:**
 - **“I have the Financial Secretary’s reports for June 2020 and July 2020. Receipts for the period of 6/1/2020 through 7/31/2020 totaled \$3.50.”**
- **Financial Secretary:** “Are there any questions? Hearing none, **the reports will be filed for audit.**”
- **Secretary:** Records the report as presented. Summary of report should be written in the minutes and the entire report is attached to master copy of the minutes.

MAY TREASURER’S REPORT

If last year’s treasurer is at the meeting, they may present this; otherwise current treasurer will. Copies of the report should be distributed.

- **Treasurer:** “I have the May 2020 Treasurer’s report
 - **The beginning cash balance on 5/1/20 was \$10,000**
 - **Deposits totaled \$2,250**
 - **Disbursements totaled \$1,475**
 - **Leaving an ending balance on 5/31/20 of \$10,775**
 - **All funds not belonging to the association were remitted to council.”**
- **Treasurer:** “Are there any questions? Hearing none, **the report will be filed for audit.**”
- **Secretary:** Records the report as presented. Summary of report should be written in the minutes and the entire report is attached to master copy of the minutes.

ANNUAL FINANCIAL REPORT

If last year’s treasurer is at the meeting, they may present this; otherwise current treasurer will. Copies of the report should be distributed.

- **Treasurer** -- Reads the highlights of the Annual Financial Report as follows:
 - **“I have the Annual Financial Report for the 2019-2020 fiscal year**
 - **The beginning cash balance on 6/1/19 was \$12,000**
 - **Receipts totaled \$57,000**
 - **Disbursements totaled \$59,000**
 - **Leaving an ending balance on 5/31/20 of \$10,000**

- **All funds not belonging to the association were remitted to council.”**
- **Treasurer:** “You have heard the Annual Financial Report. Are there any questions? Hearing none, the report will be filed for audit.”
- **Secretary:** Records the report as presented (date range of the report, beginning cash balance, total receipts, total disbursements, and ending balance, with totals for each line item). Entire report should be written in the minutes or report is attached to master copy of the minutes.

JUNE AND JULY TREASURER’S REPORT

This year’s treasurer presents the reports for June and July, following the May monthly script above. The secretary records the report in the minutes, as above.

RATIFYING MAY CHECKS AND SUMMER CHECKS

At the first Association meeting of the year the treasurer needs to ratify checks written after the May meeting and checks written in the new fiscal year, so the motion will have two parts. Copies of the Warrant forms (one for May and one for summer bills paid in June and July) should be distributed.

Treasurer: “You have copies of Warrants dated June 6, 2020 and August 12, 2020

- **I move to ratify check numbers 5170-5190, inclusive, totaling \$17,000, as listed on the Warrant dated June 6, 2020; and to ratify check numbers 5191-5192, inclusive, totaling \$560, as listed on the Warrant dated August 12, 2020.”** Motion seconded.
- **President:** It has been moved and seconded that we ratify check numbers 5170-5190, inclusive, totaling \$17,000, as listed on the Warrant dated June 6, 2020; and to ratify check numbers 5191-5192, inclusive, totaling \$560, as listed on the Warrant dated August 12, 2020. Is there any discussion?
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the motion as adopted or defeated. Entire list of checks ratified should be written in the minutes or attached to master copy of the minutes.

AUDIT

A written Auditor’s Report must be presented semiannually to the executive board and association. This happens after the books and financial records of the association have been audited, and per AIM requirement, after the audit has been reviewed by an appointed audit review committee. The audit report must be officially adopted by the association and forwarded through channels to the next level of PTA. Auditor should present the Audit, or it can be read by current treasurer or another board member.

- **Auditor: “I have examined the financial records of the treasurer of _____ PTA/PTSA for the period June 1 – Nov. 30, 20XX OR Dec. 1, 20XX-May 31, 20XX as presented and find them to be (read the checked off choice) correct/substantially correct with recommendations/partially correct and more adequate**

accounting procedures need to be followed so that a more thorough audit report can be given/incorrect. The audit has been reviewed by an audit review committee and a detailed report of the findings has been presented to the executive board and procedures have been implemented to correct deficiencies.” **[DO NOT read a detailed list of the findings at the association meeting.]**

- **Auditor/Someone from floor:**
 - “I move to adopt the audit for the period June 1 – Nov. 30, 20XX OR Dec. 1, 20XX -May 31, 20XX as presented.”
 - Motion seconded from the floor.
- **President:** “It has been moved and seconded that the audit report be adopted. Is there any discussion?”
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the full text of the motion, whether it was seconded, and whether the motion as adopted or defeated. Summary of report should be written in the minutes and the entire report is attached to master copy of the minutes.

PROGRAMS AND FUNDRAISERS/CALENDAR ADOPTION

- **Program or Fundraising VP or Chair** -- Distributes printed copies of the master PTA calendar:
 - **“I move to adopt the designated programs and fundraisers as presented on the _____ PTA master calendar for the 20XX – 20XX fiscal year.”**
 - **Motion seconded.**
- **President:** “It has been moved and seconded that the designated programs and fundraisers as presented on the _____ PTA master calendar for the 20XX – 20XX fiscal year be adopted. Would you like to speak to your motion?” (The maker of the motion presents highlights of the calendar.)
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the motion as adopted. Adopted calendar should be made a part of the minutes by including a copy as an attachment to the minutes.

Presenting the calendar of fundraisers and programs to the association for adoption is NOT OPTIONAL.

This MUST be done at the first meeting of the association in the fall, prior to the motion to adopt the budget. **If the calendar is not presented and approved by the association, programs and fundraisers will not be covered by insurance.**

BUDGET ADOPTION

NOTE: THE ADOPTION OF THE BUDGET ALONE DOES NOT AUTHORIZE ANY CHAIRPERSON OR OFFICER TO SPEND THE FUNDS. Plans must be presented to the executive board and motions made to authorize expenditures for each activity. Individual motions are still needed to authorize each expenditure. “I move to authorize up to \$800 for purchase of spirit wear.” (See “Release of Funds”)

- **Treasurer:** **“I move to adopt the proposed budget for the 20XX – 20XX fiscal year as presented.”**
Motion seconded from the floor.
- **President:** It has been moved and seconded that the proposed budget for the 20XX – 20XX fiscal year be adopted as presented. Would you like to speak to your motion? (The maker of the motion presents highlights or significant changes to the budget.)
- **President:** “Is there any discussion or questions?”
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the motion as adopted. The entire budget should be made a part of the minutes by including a copy as an attachment to the minutes.

RELEASE OF FUNDS

Once the budget has been adopted, it is necessary to release the funds needed for the start of the year.

- **Treasurer:**
 - **“I move to release up to \$900 for spirit wear, \$1,000 for carnival expenses, \$250 for newsletter expenses....”** Motion seconded.
- **President:** “It has been moved and seconded that release funds up to \$900 for spirit wear, \$1,000 for carnival expenses, \$250 for newsletter expenses... Is there any discussion?”
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the full text of the motion, whether it was seconded, and whether the motion as adopted or defeated.

PAY BILLS

Since the adoption of the budget does not authorize the expenditure of funds, bills must be presented, and their payment voted upon. Any association bills authorized and paid by the executive board must be ratified and recorded in the association minutes.

- **Treasurer:**
 - **Presents the written itemized list of bills to be paid that includes the amount, whom to pay, and what the payment covers. Do NOT read the list one by one. Use a Warrant form. Provide copies for members.**
 - **“The list of bills to be paid has been printed and distributed. I move to pay the bills as presented.”**
 - Motion seconded.
- **President:** “It has been moved and seconded that we pay the bills as presented. Is there any discussion or questions?”
- **President follows the steps to call the vote, above.**
- **Secretary:** Records the full text of the motion, whether it was seconded, and whether the motion as adopted or defeated. Entire list of bills to be paid should be written in the minutes or attached to master copy of the minutes.