Sample Script PTA Board Meeting

**Call to Order**: I call this meeting to order at [time].

**Attendance**:

**Excused Absences**:

**Presentation of the Minutes** for [date of last meeting]

The minutes were distributed. Are there any corrections?   
The minutes stand approved as presented.

*{Note: if there are corrections, ask for any further corrections. Once no more corrections, say minutes stand approved as corrected.}*

**Correspondence –**

Is there any correspondence? *{Note: if correspondence, Corr. Sec. reads it and can pass it around}*

Thank you

**President’s Comments**

1. Announcements/Upcoming Events
2. TCPTA Report

**New Business** *{Note: things that need to be considered and/or approved by the board}*

1. List them here

The first item of business is …

*{Note: If a motion is made, you must have a second and ask for discussion before taking a vote.}*

**For a motion:**

Is there a second?

It has been moved and seconded to [repeat the motion].

Is there any discussion?

All those in favor say aye. Any opposed? Motion carried. *{if clear yes vote}*

Now we will hear from our officers. *{Call on them in turn – any event plans presented should be approved}*

**Officers Reports**

1. **1st VP Programs** – [name]
2. **2nd VP Ways & Means** – [name]
3. **3rd VP Membership** – [name]

**Reports of Committee Chairs**

*Note: List any committee chairs here that will be reporting to the board. Generally, anyone who has an event coming up should report prior to their event to share their event plan and have it approved. And also during and after their event to report how things went*

**Financial Reports –**

[name of financial secretary] will present the reports of the financial secretary

**Financial Secretary** – [name] reads the reports

**Financial Secretary’s Report for the period of September 1, 2022 – September 30, 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Receipts:** | | **$** | |
| **Total Deposits:** | | **$** | |
| **Total Payments:** | | **$** | |
| **Total Transfers:** | | **$** | |
|  | |  | |
| **Budget to Actual for July 1, 2022 to September 30, 2022** | |  | |
| **Cash Balance Forward** | **$** | |
| **Total Income** | **$** | |
| **Total Expenses** | **$** | |
| **Total Balance** | **$** | |

**Any questions? The report(s) will be filed for audit.**

**Financial Secretary: I move to pay the bills as follows:**

*{list the checks, amounts, paid to who, for what}*

Is there a second?

It’s been moved and seconded to pay the bills as read.

Any discussion?

All those in favor say aye. Any opposed? Motion carried.

**[Treasurer name] will present the treasurer’s report Treasurer** – [name] reads the reports

**Treasurer’s Report – [Dates of last month]** *{board financial reports are done monthly}*

**Balance on hand as of [beginning date]** $

**Total Deposit**s: $

**Total Disbursements:** $

**Balance on Hand [current date] $**

**Are there any questions? The report will be filed for audit.**

**Treasurer: I move to ratify checks # \_\_\_ to \_\_\_ in the amount of $\_\_\_\_\_\_\_\_ as listed in the treasurer’s report.**

Is there a second?

It’s been moved and seconded to ratify checks #\_\_ to \_\_ in the amount of $\_\_\_ as listed in the report.

Any discussion?

All those in favor say aye. Any opposed? Motion carried.

*(Financial Review report is only given twice a year, after the January to June, and July to December reviews)*

**The financial reviewer will now present the financial review.**

**Financial Reviewer** – [name of financial reviewer (formerly auditor)] reads report

Financial reviewer to present the Financial Review Report for January to June, 2022 for the general account and scrip account.

**I have reviewed the records of the treasurer of \_\_\_\_\_\_\_\_ PTA and found them to be \_\_\_\_. I move to adopt the financial review report for \_\_\_\_\_\_ to \_\_\_\_\_\_, \_\_\_\_\_** [*month* *to month, year*]

Is there a second?

It has been moved and seconded to adopt the financial review report for \_\_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_.

Is there any discussion?

All those in favor say aye. Any opposed? Motion carried.

**Advisor Comments** *(principal or rep)*

**Teacher Representative Comments**

**Additional business, comments, questions**

Is there any further business?

Our next board meeting will be on: [date]

Next Executive Board Meeting: [date]

Adjourn

The meeting is adjourned at [time]

Thank you for coming.