

Financial Reporting at Executive Board Meetings

(Sample for an April Executive Board Meeting)

POSITION	REPORT/MOTION	SCRIPT	MINUTES
Financial Secretary (FS)	Reading the Financial Secretary Report	<p>FS: Here is the financial secretary report for March 2023. Total receipts were \$1,235.00; total deposits \$1,235.00; and we have 424 members.</p> <p>President: Any questions? The report will be filed for financial review.</p>	<p>Financial Secretary Report – Jethro Gibbs: March 2023 Report Total receipts \$1,235.00; total deposits \$1,235.00; total members 424. The report was filed for financial review.</p>
	Paying Bills (checks presented at meeting)	<p>FS: I move to pay the following expenses– Check 346 to Ellie Bishop for hospitality \$30.00 Check 347 to Leon Vance for copies \$12.50</p> <p>President: Is there a second? (motion continues...)</p>	<p>Jethro Gibbs moved to pay the following expenses: Check 346-Ellie Bishop, hospitality, \$30.00 Check 347-Leon Vance, copies, \$12.50 Seconded. Motion carried.</p>
	Reading the Budget to Actual Report	<p>FS: Here is the budget to actual report thru March 31, 2023: Balance on 7/1/22 \$36,243.93; total income \$13,286.42; total expenses \$10,087.58; ending balance on 3/31/23 \$39,442.77</p> <p>President: Any questions? The report will be filed for financial review.</p>	<p>Budget to Actual Report – Jethro Gibbs: Balance 7/1/22 \$36,243.93; total income \$13,286.42; total expenses \$10,087.58; balance 3/31/23 \$39,442.77. The report was filed for financial review.</p>
Treasurer (T)	Reading the Treasurer Report	<p>T: Here is the treasurer report for March 2023. Balance on 3/1/23 \$36,527.77; total deposits \$1,235.00; total disbursements \$1,320.00; balance on 3/31/23 \$36,442.77</p> <p>President: Any questions? The report will be filed for financial review.</p>	<p>Treasurer Report – Ziva David: Balance 3/1/23 \$36,527.77; total deposits \$1,235.00; total disbursements \$1,320.00; balance 3/31/23 \$36,442.77. The report was filed for financial review.</p>
	Ratify checks (checks listed on treasurer report, and any checks written prior to meeting but not listed on the report)	<p>T: I move to ratify checks 335-344 in the amount of \$1,320.00 as listed on the treasurer report; and check 345 to T-Shirt Company for spirit wear \$520.25.</p> <p>President: Is there a second? (motion continues...)</p>	<p>Ziva David moved to ratify checks 335-344 in the amount of \$1,320.00 as listed on the treasurer report <include list of checks>; check 345 to T-Shirt Company, spirit wear, \$520.25. Seconded. Motion carried.</p>

*Note: A copy of all financial reports given during meetings must be attached to the minutes.

Financial Reporting at Association Meetings

(Sample for a June Association Meeting – previous association meeting held in February)

POSITION	REPORT/MOTION	SCRIPT	MINUTES
Financial Secretary (FS)	Reading the Financial Secretary Report	FS: Here is the financial secretary report for February 1 thru May 31, 2023. Total receipts were \$9,638.74; total deposits \$9,638.74; and we have 427 members. President: Any questions? The report will be filed for .	Financial Secretary Report – Jethro Gibbs: February 1,2023 - May 31, 2023 Report Total receipts \$9,638.74; total deposits \$9,638.74; total members 427. The report was filed for financial review.
	Paying Bills (checks presented at meeting)	FS: I move to pay the following expenses– Check 357 to Abby Sciuto for Zoom meetings \$51.62 Check 358 to Ellie Bishop for spring brunch, \$176.89 President: Is there a second? (motion continues...)	Jethro Gibbs moved to pay the following expenses: Check 357-Abby Sciuto, Zoom meetings, \$51.62 Check 358-Ellie Bishop, spring brunch, \$176.89 Seconded. Motion carried.
	Reading the Budget to Actual Report	FS: Here is the budget to actual report thru May 31, 2023: Balance on 7/1/22 \$36,243.93; total income \$14,401.16; total expenses \$16,192.31; ending balance on 5/31/23 \$34,452.78 President: Any questions? The report will be filed for financial review.	Budget to Actual Report – Jethro Gibbs: Balance 7/1/22 \$36,243.93; total income \$14,401.16; total expenses \$16,192.31; balance 5/31/23 \$34,452.78 The report was filed for financial review.
Treasurer (T)	Reading the Treasurer Report	T: Here is the treasurer report for February 1 thru May 31, 2023. Balance on 2/1/23 \$34,173.24; total deposits \$5,384.27; total disbursements \$5,104.73; balance on 5/31/23 \$34,452.78 President: Any questions? The report will be filed for financial review.	Treasurer Report – Ziva David: Balance 2/1/23 \$34,173.24; total deposits \$5,384.27; total disbursements \$5,104.73; balance 5/31/23 \$34,452.78 The report was filed for financial review.
	Ratify Checks (checks listed on treasurer report, and any checks written prior to meeting but not listed on the report)	T: I move to ratify checks 325-355 in the amount of \$5,104.73 as listed on the treasurer report and check 356 to Yearbook Company for yearbooks \$1,831.62. President: Is there a second? (motion continues...)	Ziva David moved to ratify checks 325-355 in the amount of \$5,104.73 as listed on the treasurer report <include list of checks>; check 356 to Yearbook Company, yearbooks, \$1,831.62. Seconded. Motion carried.
	Release Funds (list of budget expense items needed before the next association meeting)	T: I move to release funds as listed on the posted report. President: Is there a second? (motion continues...)	Ziva David moved to release funds as listed on the attached report. Seconded. Motion carried.
	Change of Check Signers (remove current signers; add incoming signers)	T: I move to approve the change of check signers as per the bylaws on our checking account effective July 1 – remove Jenny Shepard, Jimmy Palmer, Ziva David; add Tim McGee, Tony DiNozzo, Kate Todd. President: Is there a second? (motion continues ...)	Ziva David moved to change the check signers as per the bylaws on the checking account effective July 1: remove Jenny Shepard, Jimmy Palmer, and Ziva David; add Tim McGee, Tony DiNozzo, and Kate Todd. Seconded. Motion carried.

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