



Model Script for Financial Reports

Because the Financial Report are so important, here is the script for what the president says, what the financial officers say and what the recording secretary writes. In this script, the officers have made the motions because they know the correct wording. However, anyone could make these motions as long as the correct wording is used.

President: Time for the Financial Reports. Here is our Financial Secretary Georgia.

Financial Secretary Georgia O'Keefe: Thank you. I made one deposit, all spirit wear income, totaling \$2,650.73.

President: Thank you Georgia. The report will be filed for financial review.

What the recording secretary writes:

Financial Secretary's Report—Georgia O'Keefe: Georgia made one deposit for a total of \$2,650.73. The report was filed for financial review.

President: Now it is time for the Treasurer's Report. Andy?

Treasurer, Andy Warhol: Thank you. If you look at the report, you see that the opening balance on February 1, 2020 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on February 28, 2020 was \$4,821.34.

President: The report will be filed for audit. *[Note that no motion is needed for the report itself.]*

What the recording secretary writes:

Treasurer's Report—Andy Warhol: The opening balance on February 1, 2020 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on February 28, 2020 was \$4,821.34. The report was filed for financial review.

Andy Warhol: My report also shows that there are checks paid since the previous association meeting requiring ratification. I move to ratify bills paid by checks #3245-3249 inclusive, dated February 9-February 23, 2020, for a total of \$501.31.

President: Is there a second? *[There is a second from the floor.]* It has been moved and seconded that we ratify bills paid by checks #3245-3249 inclusive, dated February 9-February 23, 2020, for a total of \$501.31. Any discussion? All those in favor say aye. All those opposed say nay. The ayes have it and the motion is adopted.

What the recording secretary writes:

MOTION: ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED February 9-February 23, 2020, FOR A TOTAL OF \$501.31. THE MOTION WAS SECONDED AND ADOPTED.

President: Anything else Andy?

Andy: Yes, thank you. There are two checks that I need to write at the end of the evening. I move to approve the following bills with checks dated March 2, 2020: check # 3250 to Andy Warhol in the amount of \$45.67 for copying expenses and check # 3251 in the amount of \$37.50 to Frieda Kahlo, the Reflections chair, for certificate expenses, for a total of \$83.17.

President: Is there a second? *[Following the second, the president completes the voting process.]*

What the recording secretary writes:

MOTION: ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2020: CHECK # 3250 TO ANDY WARHOL IN THE AMOUNT OF \$45.67 FOR COPYING EXPENSES AND CHECK # 3251 IN THE AMOUNT OF \$37.50 TO FRIEDA KAHLO, THE REFLECTIONS CHAIR, FOR CERTIFICATE EXPENSES, FOR A TOTAL OF \$83.17. THE MOTION WAS SECONDED AND ADOPTED.

OR

MOTION: ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2020 AS LISTED, FOR A TOTAL OF \$83.17:

CHECK #	TO	FOR	AMT.
#3250	ANDY WARHOL	COPYING EXPENSES	\$ 45.67

#3251	FRIEDA KAHLO	REFLECTIONS—CERTIFICATES	37.50
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THE MOTION WAS SECONDED AND ADOPTED.

Andy: Madam President, I have another motion to make. I move to change the Red Ribbon Week expense budget from \$150.00 to \$130.00 and to change the Yellow Ribbon Week expense budget from \$150.00 to \$170.00.

President: Is there a second? *[There is second from the floor.]* It has been moved and seconded to change the Red Ribbon Week expense budget from \$150.00 to \$130.00 and to change the Yellow Ribbon Week expense budget from \$150.00 to \$170.00. Andy, would you like to speak to the motion?

Andy: The Yellow Ribbon Week chairman ordered pencils to distribute during YRW next week and forgot to include the shipping cost. The budget is short by \$20.00. We would like to use the unused money from Red Ribbon Week last fall to cover the shortage.

President: Any questions? Seeing none, all those in favor say aye. All those opposed say nay. The ayes have it and the motion is adopted.

What the recording secretary writes:

MOTION: ANDY WARHOL MOVED TO CHANGE THE RED RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$130.00 AND TO CHANGE THE YELLOW RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$170.00. THE MOTION WAS SECONDED AND ADOPTED. Before the vote, Andy explained that the YRW chairman forgot to include the shipping cost for pencils; the money left over from RRW last fall will cover the shortage.

President: Thank you Andy. Anything else?

Andy: Yes. I move to release \$20.00 from the Yellow Ribbon Week expense budget line.

President: Is there a second? *[There is second from the floor.]* It has been moved and seconded to release \$20.00 from the Yellow Ribbon Week expense budget line. Any questions? Seeing none, all those in favor say aye. All those opposed say nay. The ayes have it and the motion is adopted.

What the recording secretary writes:

MOTION: ANDY WARHOL MOVED TO RELEASE \$20.00 FROM THE YELLOW RIBBON WEEK EXPENSE BUDGET LINE. THE MOTION WAS SECONDED AND ADOPTED.

President: Thank you Andy. And now our financial reviewer will present. *[The financial reviewer makes this report twice a year. At most meetings, therefore, the financial reviewer at a unit has no report.]*

Financial Reviewer Anna Pavlova: I would like to read the following statement. "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Financial review completed February 15, 2020." I move to adopt the financial review for the period July 1-December 31, 2019, completed February 15, 2020. *[The financial reviewer reads the statement from the bottom of the financial review form; the recording secretary can copy that statement from the form itself. A financial reviewer can find the financial records correct, substantially correct or incorrect. In the latter two instances, the financial reviewer provides a sheet listing the notes to cover what was incorrect.]*

President: Is there a second? *[Following the second, the president completes the voting process.]*

What the recording secretary writes:

Financial Reviewer's Report—Anna Pavlova: Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Financial review completed February 15, 2020."

MOTION: ANNA PAVLOVA MOVED TO ADOPT THE FINANCIAL REVIEW FOR THE PERIOD JULY 1-DECEMBER 31 2019, COMPLETED ON FEBRUARY, 2020. THE MOTION WAS SECONDED AND ADOPTED.

The Financial Reviewer's Report will be filed for review.