Sample Script PTA Association Meeting

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

Let’s rise for the Pledge of Allegiance.

**President’s Comments –**

Welcome Back to School

Introduce self and PTA [Thank for support, give report/summary of things PTA does for the students, etc., remind them to join, promote programs like Reflections]

You can find the information for tonight at [location]…

*{This is to let people know where they can find your documents for the evening. In person, we often tape them to the wall or bulletin board. Find out where they usually put them.}*

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

The minutes are posted on [location]. If there is no objection, we will dispense with the reading of the minutes. Are there any corrections? The minutes stand approved as presented.

*{Note: if there are corrections, you say minutes stand approved as corrected.}*

**Financial Reports –**

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

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

**Summary of 2022-23 Annual Report**

|  |  |
| --- | --- |
| **Cash Balance Forward** | **$** |
| **Total Income** | **$** |
| **Total Expenses** | **$** |
| **Total Balance** | **$** |

**Financial Secretary’s Report – [date of last assoc mtg report] - [yesterday’s date], 2022**

|  |  |  |
| --- | --- | --- |
| **Total Receipts:** | **$** | |
| **Total Deposits:** | **$** | |
| **Total Payments:** | **$** | |
| **Total Transfers:** | **$** | |
| **Budget to Actual YTD** |  | |
| **Cash Balance Forward** | | **$** |
| **Total Income** | | **$** |
| **Total Expenses** | | **$** |
| **Total Balance** | | **$** |

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

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

**Treasurer’s Report – Date of last Assoc Mtg to current date**

**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 financial review.**

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

**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.

[Name] will now read the recommendations from the Executive Board

*{Note: These are things that were approved at the board. Usually the recording secretary reads them – you can ask them in advance.}*

**Recommendations from the Executive Board –** [name of person reading them]

1. Approve Programs [list]
2. Approve Fundraisers [list]
3. Approve the proposed Budget for [year] as posted.
4. Approve the release of funds as listed in the budget for [list items]
5. Approve contracts [post]

**I move to approve the recommendations from the Executive Board as read.**

It has been moved to approve the recommendations from the Executive Board as read. Since it comes from the board, a second is not needed. Is there any discussion?

If there is no objection, we will vote on the recommendations as a whole.

All those in favor say aye

Any opposed say no.

Motion carried. *{Note: This is if it is clear there is a yes vote. If not, you may have to take a count}*

*If there is any discussion or question about an item, vote on it separately from the other items.*

**New Business** *{Note: things that need to be approved that may not have been approved by your board}*

1. Appoint delegates and alternates to Torrance Council of PTAs

The first item of business is to appoint 2 delegates and 2 alternates to the Torrance Council of PTAs*.*

*{Note: If you have volunteers, you can put their names in above. If not, you can ask for volunteers. They must be members of your PTA. Recruit volunteers from the floor or from your board}*

*Once you have names, you can ask your recording secretary ahead of time to make the motion.*

*I move to appoint \_\_\_\_\_ and \_\_\_\_\_ as delegates and \_\_\_\_\_\_ and \_\_\_\_\_\_ as alternates to the Torrance Council of PTAs.*

Is there a second?

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

Is there any discussion?

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

**Additional business, comments, questions**

Is there any further business?

Our next meeting will be on [date]

Next Association Meeting: [date]

Adjourn

The meeting is adjourned at [time]

Thank you for coming.