**Motions and Minutes - First Association Meeting of the Year**

If last year’s treasurer is at the meeting he/she may present Annual Financial Report, otherwise current treasurer will. Auditor should present Audit or it can be read by current treasurer.

**Annual Financial Report**

* **Treasurer**: Presents highlights of the report
* **President:** Are there any questions?
* **Secretary:** Records the report was presented, (entire report should be written in the minutes or report is attached  to master copy of the minutes).  *Note: Currently no motion is needed but motion can be made to adopt. Discussions underway to require adoption by Association*  **Audit**
* **Auditor**: “The Beginning cash on 12/31/xx was $12000, Receipts totaled $57000, Disbursements totaled $59,000, leaving an ending balance of $10000 as of 6/30/xx. I have examined the records and have found them correct”  **Or**  “The Beginning cash on 12/31/xx was $12000, Receipts totaled $57000, Disbursements totaled $59,000, leaving an ending balance of $10000 as of 6/30/xx. I have examined the records and have found them substantially correct”. Generally describe deficiencies and report if new board has procedures in place to correct deficiencies
* **President**: Are there any questions?
* Someone from floor says “***I move to adopt the audit for the period Jan. 1-June 30, 20XX as presented***.” Motion  seconded from the floor
* **President:** Any discussion? (Assuming no questions.) Hearing none-All if favor say Aye, Opposed say Nay, assuming  it passes President says Motion Adopted
* **Secretary:** Records the motion, (entire report should be written in the minutes or attached to master copy of the  minutes), Adopted  **Programs and Fundraisers**
* **Program or Fundraising Chair**: “***I move to adopt the proposed programs and fundraisers for the 2015-2016 fiscal year as listed in the agenda.***” Motion seconded
* **President:** Would you like your speak to your motion? *Presents highlights.* President: Any discussion? (Assuming no questions.) Hearing none-All if favor say Aye, Opposed say Nay, assuming it passes President says Motion Adopted
* **Secretary:** Records the motion, (entire list should be written in the minutes), Adopted **Budget**
* **Treasurer**: “***I move to adopt the proposed budget for the 2015-2016 fiscal year as presented*.**” Motion seconded from the floor.
* **President:** Would you like your speak to your motion? *Treasurer presents highlights.* President: Any discussion? (Assuming no questions.) Hearing none-All if favor say Aye, Opposed say Nay, assuming it passes President says Motion Adopted
* **Secretary:** Records the motion, (entire report should be written in the minutes or attached to master copy of the minutes), Adopted  **Treasurer’s Report-prior year**
* **Treasurer**: The Beginning cash on 7/1/xx was $12000, Receipts totaled $57000, Disbursements totaled $59,000, leaving an ending balance of $10000. All funds not belonging to the association were remitted to council.
* **President:** Any discussion? (Assuming no questions.) Hearing none-Treasurers Report Filed For Audit
* **Secretary:** Records the totals for Beginning Cash, Receipts, Disbursements, Ending Cash

**Treasurer’s Report-current year**

* **Treasurer**: The Beginning cash on 7/1/xx was $12000, Receipts totaled $57000, and Disbursements totaled $59,000, leaving an ending balance of $10000. All funds not belonging to the association were remitted to council.
* **President:** Any discussion? (Assuming no questions.) Hearing none-Treasurers Report Filed For Audit
* **Secretary:** Records the totals for Beginning Cash as of a certain date, Receipts, Disbursements, Ending Cash as of a  certain date.  **Ratify Checks**
* **Treasurer: “*I move to ratify check numbers 5170-5190 totaling $17000 listed on the Treasurers report for the period ending June 30, 2014 and ratify check numbers 5191-5192 totaling $560 listed on the Current Treasurers report.*”**
* **President:** Any discussion? (Assuming no questions.) Hearing none-All if favor say Aye, Opposed say Nay, assuming it passes President says Motion Adopted
* **Secretary:** Records the motion, (entire report should be written in the minutes or attached to master copy of the minutes), Adopted  **Release of Funds**
* **Treasurer: “*I move to release up to $900 for spirit wear, $5000 for teacher grants, $250 for newsletter expenses, etc as listed.”*** Motion seconded
* **President:** Any discussion? (Assuming no questions.) Hearing none-All if favor say Aye, Opposed say Nay, assuming it passes President says Motion Adopted
* **Secretary:** Records the motion, (entire report should be written in the minutes or attached to master copy of the minutes), Adopted  THIS RELEASE ALONE DOES NOT AUTHORIZE ANY CHAIRMAN/OFFICER TO SPEND THE FUNDS. Plans must be presented to the executive board and motions made to authorize expenditures for the activity. Individual motions are still needed to authorize each expenditure. “I move to authorize up to $800 for purchase of spirit wear”