



Script for Amending Budget For Local Units

Rationale:

The budget is an estimate of the planned revenue and expenses for the year. When there are additional expenses, differences in revenues, or a change in an approved expense, the budget must be amended by a vote of the general membership at any regular meeting or at a special meeting called for that purpose. To amend something previously adopted, it is necessary to have a two-thirds majority (or a simple majority if prior notice of amendment has been given).

Your general membership should approve all amendments to your budget, just as that body approved the original budget at the beginning of the school year.

As always, the local unit secretary should come to every meeting with a list of current members, (either electronic or paper), so membership cards can be checked. S/he should also carry ballots in case a ballot vote is required. Have tellers ready to count ballots.

The proposed Budget Amendment will be an item under "New Business".

The wording will be something like this:

Presiding Officer: Our first order of new business is a proposed amendment to our budget. _____, our Treasurer, will bring

forth from committee the proposed amendment(s) to the budget and the rationale behind it(them).

(Treasurer comes up to explain the amendments)

(As an example) **Treasurer:** The expense category "Insurance" will increase from \$135 to \$200 due to a re-evaluation of our insurance policy coverage. The difference will come from the year-end carryover.

Or, another example:

Training will increase from \$750 to \$1,000 to cover the cost of travel and lodging to the Georgia PTA CLT in July which is being held in Athens. The difference will come from Officer's Contingency.

Are there any questions? (Answer any questions that may be asked)

Presiding Officer: Thank you, _____. We have a motion on the floor to amend our budget as proposed. Being that it came from committee, we do not need a second.

Is there any discussion? (If so, then discuss. If not, proceed)

All those in favor say "Aye".

All those opposed, say "Nay".

The Ayes have it and the budget amendment passes.