

Sample Script for Treasurer's Business for First General Membership Meeting

President: I will now ask _____ to present the Treasurer's Report and the Audit Report

Treasurer: The Annual Financial Report for the year ended __/__/12 and the audit of the 2011 – 2012 school year were completed over the summer and the books were found to be correct and in good order. I move to adopt the audit report.

President: It has been moved that the “audit report of the previous fiscal year be adopted”. Do I have a second? (need a second from the floor) There is a second from the floor to accept the Audit Report as reported. Is there any discussion? There being no discussion, we will proceed with a vote. All in favor signify by saying “Aye”. All those opposed please say “Nay”. The Ayes have it so the Audit Report has been adopted and will be filed with our permanent financial records.

Treasurer: Now, our current Treasurer's report. (Treasurer presents report)

President: If there are no further questions, the Treasurer's report will be filed for audit.

New Business - BUDGET ADOPTION

President: Our first order of new business is the adoption of our budget. I will ask _____ to present the proposed budget for the upcoming year. (Treasurer presents the proposed budget.)

Treasurer: By direction of the Board of Directors, I move that this budget be adopted as presented.

President: There is a motion on the floor to accept the proposed budget. Since it came out of committee, it does not need to be seconded. (if it did not come from the Board or Budget Committee, then you will need a second)

Is there any discussion?

There being none, we will proceed with a vote. All in favor of adopting the budget as presented, say “aye”. Those Opposed, say “nay”. The Ayes have it. The proposed budget has been adopted.