

Secretary - Treasurer

Spring Training 2022

Secretary
- TAKE
NOTE!



Basics

Record

- Record minutes of all meetings

Be

- Be custodian of records

Send

- Send meeting notices

Conduct

- Conduct correspondence as delegated by President

Perform

- Perform other duties as assigned by President, Board or Membership

Check

- Check bylaws and standing rules for more duties

How to get started:

Attend PTA-sponsored workshops or trainings.

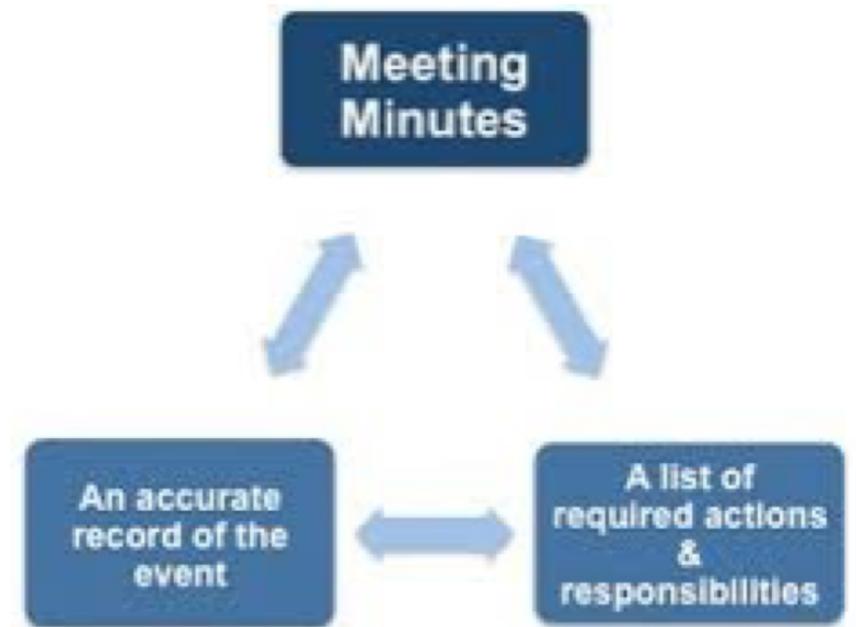
Obtain secretary's procedure book with all minutes, agendas and reports of previous meetings and other materials from your predecessor, including:

- Approved copy of the bylaws
- Standing Rules
- List of current members
- Charter and official documents of the PTA
- Get Robert's Rules (or cheat sheet: http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf)
- Make your own notebook for this year.

What belongs in a set of minutes:

Keep minutes brief and to the point. Minutes contain a record of what the group did, with action recorded in the order it took place. Do not record opinion and discussion. **Do record:**

- Type of meeting (regular, general, executive, special, annual).
- Name of the association.
- Date, time and place of meeting.
- List of persons in attendance and excused absences.
- Presence of President and Secretary, or in their absence, the name of their substitutes.
- Name and title of presiding officer. Reading and action on minutes of previous meeting - whether read and approved/corrected.



“What belongs in a set of minutes” (Continued:)

- Summary of Treasurer’s Report: (1)Beginning balance, (2)receipts, (3) disbursements and (4)ending balance as of the date of the meeting. (This information is required in the Minutes, but a copy of the Treasurer’s Report in full is attached.)
- Attach important reports such as budget
- Record all motion voted upon, points of order and appeals, the name of member who made the motion, and whether carried or lost (the name of the seconder is not recorded)
- Record results of any election and votes cast
- Brief notation of program topic, names of participants, important points covered
- Time of adjournment
- Signature of Secretary

What DOES NOT belong in the minutes:

According to Roberts Rules of Order, the minutes should NOT contain:

- The secretary's opinion on matters.
- The seconds of motions.
- Any withdrawn motion.
- A summary of the remarks of the guest speaker.



Sample Minutes:

Sign minutes and date when they are approved.

When you sign the minutes, indicate whether they were either:

- Approved as written
- Approved as corrected

(Sample Minutes)
Kings Road PTA
Regular Board Meeting
October 3, 20__

Call to Order The board meeting of the Kings Road PTA was held in the media center of the Kings Road Elementary School on Wednesday, October 3, 20__. The president, Sandy Jones, called the meeting to order at 7:30 PM. The secretary was present.

Meditation The meditation was given by Dave Brown.

Attendance List all members in attendance at regular board meetings, including president and secretary. (Those excused from the meeting should be listed too.)

Quorum A quorum was established.

Minutes The minutes of the previous meeting were approved as written (or as corrected).

Correspondence A "thank you" note was read from Wesley Heart for flowers sent while he was in the hospital.

Executive Board The executive board met on September 19, 20__, in the school library. Diane Smith, Bill Jones and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.

Treasurer's Report The treasurer, Kay Majors, reported the balance as of September 5, 20__, was \$1,450. Receipts totaled \$150. Disbursements totaled \$200. Balance on hand as of October 3, 20__, totaled \$1,400. The report was filed. (Treasurer reports the balances as of the date of the meetings not for the calendar month.)

AGENDA ITEMS:
Action: Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. **Motion carried.**

COMMITTEE REPORTS:
Membership Annette Kelly, membership chair, reported membership as of September 30, 20__, totals 300 members.

Reflections Tiffany York, Reflections chair, reported that the committee met and the Reflections Awards Event will be held on April 10, 20__.

Unfinished Business Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders.

Janice Ward moved to amend by inserting "president and the" before the words "parent education". **Amendment carried.**

The motion carried as amended and will now read:

Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.

Announcements November 5, Field Day, Kings Road Elementary School. November 16, Fern County Council meeting.

Adjournment The meeting adjourned at 9:00 PM.

(Signature of Secretary)

(Type Name), Secretary

Approved As:
Date: _____ Corrected: _____ Written: _____

Treasurer 101



Role of Treasurer

- ▶ DEFINITION: You receive and distribute funds in accordance with the membership approved budget.
- ▶ Where should you begin?
 - ▶ Old board / new board
 - ▶ Dollars and Sense - READ IT!
 - ▶ Standing Rules - review them

Checklist

- ▶ Audit
 - ▶ 3 person minimum - cannot have been a signer in the year being audited
 - ▶ FL PTA website for most current audit form
 - ▶ Submit by August 30
 - ▶ No spending until the audit is complete
- ▶ IRS Form 990
 - ▶ Due by November 15 every year
 - ▶ Must be done electronically
 - ▶ Visit IRS website for approved online vendors
 - ▶ Which form depends on the average of 3 years of receipts

Checklist

- ▶ Budget
 - ▶ Calendar of events must be set
 - ▶ Budget meeting should be held in late June/early July
 - ▶ Treasurer is the chair
 - ▶ Membership must vote to approve your budget
- ▶ Gift Cards
 - ▶ Maximum value of \$25.00 each
 - ▶ Total value of \$50.00 per fiscal year, per individual
 - ▶ Create protocols for control - treat them like cash
 - ▶ Purchased vs. Donated

Reminders

- ▶ Every check must have TWO signatures on it.
- ▶ Debit card purchases should be approved by the board
 - ▶ President should review all debit card purchases every month
 - ▶ Membership must vote to approve your budget
- ▶ Contracts
 - ▶ ONLY the President may sign a contract
 - ▶ No exceptions - it serves as a method of control

Treasurer: End of Year Preparation



Review of General Controls & Best Practices

- ▶ Is there a paper trail for every financial transaction?
 - ▶ Are all deposit slips signed by two individuals?
 - ▶ Do original all bank statements have initials of a non-signer?
- ▶ Check on bank account and balances
 - ▶ Have you updated your budget with actuals?
- ▶ Maintain original documents
- ▶ Control and limit access
- ▶ Review routines and follow rules (Standing Rules and P&P)
- ▶ Don't ever be afraid to ask questions

3rd General Meeting - Treasurer Checklist

- ▶ Amend the budget if needed
- ▶ If current signers are not returning - you must have membership approve who the new signers will be for the accounts
- ▶ Request three (3) members to conduct an audit
 - ▶ Cannot have been a signer at any time during the year to be audited
 - ▶ Set the date at the general meeting for the audit
 - ▶ Recommend July 15 or later
 - ▶ Remember: NO FINANCIAL TRANSACTIONS until the audit is complete
 - ▶ Pro Tip: Current Treasurer should do the audit and look for issues

Are you ready to hand-off?

- ▶ Set a date to sit down with the incoming treasurer
- ▶ Update your list of passwords
 - ▶ IRS
 - ▶ Email
 - ▶ Bank Account
- ▶ Create a checklist of when tasks are to be done throughout the year

Contact us!



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