Type Your School's Name Here

ASB Meeting Minutes

Club Name:_____

Date: _____

I. Meeting Time: _____Location:_____

II. Type of Meeting (circle one): Regular Special

III. The meeting was called to order by Presiding Officer_____

IV. Names of those in Attendance (attach roster/sign in sheet)

V. The minutes of the meeting dated _____ were read and approved (corrected and approved) on_____.

VI. Club Business

a. Treasurer Report Reviewed:

i. Account Statement Report dated: 7/1/20__ through _____

b. Purchase Order Requests:

Vendor	Amount

c. Fundraiser Requests:

Description of Fundraiser	Dates

d. Journal Entries

i. Request for Transfer of Funds

From Account	To Account	Amount	Reason

ii. Request for GL Account Entry/Adjustment

Account Name	Account #	Amount	Reason

e. Refunds

Student Name	Student ID#	Amount of Refund

Motion to approve the above by: _____ Second by: _____

Vote Count:_____Number For:_____ Number Opposed:_____

f. Officer Reports:_____
_____
_____

g. Committee Reports:_____
_____
_____

h. Old Business:_____
_____
_____

i. New Business:_____
_____
_____

j. Unfinished Business:_____
_____
_____

XII. Meeting Adjourned @ _____ by _____

Secretary Signature: _____Date: _____

Advisor Signature: _____ Date: _____