SAMPLE MEETING AGENDA

[Name of Association]   [Date]

Introductions   President/Chairperson introduces him or herself, welcomes everyone, introduces City/County Officials, guest speaker, board members, recognizes new residents attending, and thanks anyone who furnished refreshments.

Approval of Last Meeting Minutes   Any corrections should be noted in the new minutes. A vote maybe required [see Robert Rules of Order – Parliamentary Procedures at a Glance]

Treasurer's Report [Read and Approve] Relevant only if association collects money. Allow members to ask questions on any item listed.

Old Business   **Committee Reports** [list each committee individually]
Concerns [list each unresolved concern that had no final action taken previously and is not overseen by a committee]

New Business   **Concerns/ Announcements** [list new concerns only]
Guest Speaker [Introduce guest speaker and related topic]

Review Meeting   Restate any motions made and action taken [optional]

Next Meeting Agenda   Announce or include on the agenda the next meeting date, time, place and topic [if available]

Adjourn Meeting   List the time of adjournment. Always ask if anyone has anything else that needs to be discussed. Thank everyone for attending and ask for a motion to adjourn.

Monthly Treasurer's Report

[Name of Neighborhood Association]

The Month of: [Date/Year]

Balance on Hand: [Date/Year]

	Present Budget	Current Month	To Date
Receipts			
Member's Dues	$ 000.00	$ 000.00	$ 000.00
Summer Barbecue	$ 000.00	$ 000.00	$ 000.00
Fall Garage Sale	$ 000.00	$ 000.00	$ 000.00
Donations	$ 000.00	$ 000.00	$ 000.00
Total Receipts	$ 000.00	$ 000.00	$ 000.00
TOTAL			$ 000.00
Disbursements			
Monthly Newsletter	$ 000.00	$ 000.00	$ 000.00
Neighborhood Project	$ 000.00	$ 000.00	$ 000.00
Youth Summer Picnic	$ 000.00	$ 000.00	$ 000.00
Contingency	$ 000.00	$ 000.00	$ 000.00
Total Disbursement	$ 000.00	$ 000.00	$ 000.00

Balance On Hand: [Date/Year]

Submitted By Treasurer: [Name of Treasurer]

REMEMBER: There are many ways to keep books; this is just one of them. **PRESENT BUDGET** is the approved annual budget. **CURRENT MONTH** is receipts and disbursements within the given month, such as **MONTH** is receipts and disbursements within the given month, such as May. **TO DATE** is the **CURRENT MONTH** added to all past receipts or disbursements up to that month within the annual year only.