**Sample Agenda  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Business/Organization Name Meeting Agenda  
Date | Time | Location (indicate if virtual or online)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Item Presenter Action Needed***

1. Call to Order (President/Chair) N/A
2. Agenda Approval (President/Chair) Vote
3. Secretary’s Report (Secretary) Vote
4. Treasurer’s Report (Treasurer) Vote
5. Fundraising & Operations Report (President/CEO) Vote
6. Operations Report (President/CEO) Vote
7. New/Old Business   
   1. Items as needed (Presenters) Vote
   2. Items as needed (Presenters) Review Only
   3. Items as needed (Presenters) Discussion
8. Other/Miscellaneous (Any) TBD
9. Adjourn (President/Chair)

**Sample Meeting Minutes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date: Tuesday, July 28, 2020  
Location: Via Teleconference  
Called to Order: 8:03p, Adjourned 9:09p

Present: [Names of those present]

1. Call to Order

The meeting was called to order by the President at 8:03pm.

1. Approval of Agenda

Joe motioned to approve the agenda. Sheila suggested adding an item under miscellaneous. Seconded by Geena. Approved.

1. Secretary’s Report

Sarah presented Secretary’s Report from last meeting. Larry motioned to approve as is (or with the following amendments). Geena seconded. Minutes approved.

1. Treasurer/Financial Report

Franko presented the financial report. No questions at this time. Larry motioned to approve. Hank seconded. Approved.

1. Fundraising & Operations Report

CEO presented the Fundraising & Operations report. Key highlights include… Hank moved to accept the report. Sarah seconded. Approved.

1. New/Old Business
2. Frank presented a proposal to…Key discussion items included. Hassim motioned to approve. Eduardo seconded. All approved.
3. Keisha presented an item for discussion. Sarah said…Gerald said…CEO will follow up and report back.
4. Other/Miscellaneous – N/A
5. Adjournment

President adjourned the meeting at 9:09pm

**Sample Financial Reports**

The financial report outlines the year-to-date expenses and income, profit and loss statement, and budget versus actual. Businesses and organizations may use any number of reporting formats to communicate the information, and boards should request the formats that work best for them. A month-to-date projection may also be provided understanding that current month accounting may be inaccurate until all income and expenses are resolved. Banks statements should be reconciled with the financial reports. An accountant or accounting software might also be recommended depending on the skill level of your team.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Starting Balance** | **Expenses** | **Income** | **P&L** | **Bank** |
| September 2020 | $1,000.00 | $10,000.00 | $11,000.00 | +$1,000.00 | $2,000.00 |
| October 2020 | $2,000.00 | $9,000.00 | $8,000.00 | -$1,000.00 | $1,000.00 |
| November 2020 | $1,000.00 | $15,000.00 | $25,000.00 | +$10,000.00 | $11,000.00 |

Board members can request to see detailed expenses and income at any time. Detailed expenses can be presented in a similar format and should follow the budget outline.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **September 2020** | **Items** | **Expenses** | **Items** | **Income** |
|  | Staff | $8,000.00 | Vendors | $8,000.00 |
|  | Technology | $2,000.00 | Sponsors | $3,000.00 |
| **Totals** |  | **$10,000.00** |  | **$11,000.00** |

Budget vs Actual Reports can help the Board and Staff determine how well the organization is meeting its overall budget and fundraising goals.

|  |  |  |  |
| --- | --- | --- | --- |
| **BvA** | **2020-2021 Budget** | **To Date: September – November 2020** | **% of Budget** |
| Income | $150,000.00 | $44,000.00 | 29% |
| Expenses | $124,000.00 | $34,000.00 | 27% |