

UNIT MINUTES

Name and Number of Unit _____

Location _____ Date _____ Time _____

CALL TO ORDER:

Prayer by _____

Pledge by _____

Purpose given by _____

Eligibility given by _____

Roll call of officers by _____

Commander: Present _____ Absent _____

Sr. Vice Commander: Present _____ Absent _____

Jr. Vice Commander: Present _____ Absent _____

Treasurer: Present _____ Absent _____

Chaplain: Present _____ Absent _____

Adjutant: Present _____ Absent _____

Total officers & members present: _____

Unit had a quorum: Yes ____ No ____ (Four (4) Senior members shall constitute a quorum. One member present shall be the Unit Commander or a Unit Vice Commander.)

ORDER OF BUSINESS:

Names of transfer members voted on: _____

Names of visitors: _____

Names of new members who were initiated: _____

(New members and those who have not been previously initiated may be initiated at the meeting and their names recorded in minutes.)

READING OF THE MINUTES: Adopted _____ Adopted as amended _____

(The commander asks if there are corrections to minutes. Hearing none the minutes would be declared approved as read. If there are corrections, the minutes would be adopted as amended by unit vote.)

TREASURER'S REPORT: Beginning balance: _____ Income: _____

Disbursements: _____ Closing balance: _____

(After the report is given, the commander states that the treasurer's report will be filed for audit. A motion does not have to be made for this. **A motion to accept the report is out of order**, since an audit must be taken before it can be established that the treasurer's records are correct.)

BILLS AND COMMUNICATIONS:

Motion by: _____ Seconded: Yes _____ No _____
Carried: Yes _____ No _____

(If any action is taken on payment of bills or correspondence, the motion must be recorded correctly and the name of the person who made the motion must be indicated. It must show there was a second to motion, discussion followed, and the outcome of the vote of unit.) **This is true of any motion on any matter at a Unit Meeting.**

SICKNESS & DISTRESS: _____

REPORT OF COMMITTEES:

Membership by _____
Americanism by _____
Hospital by _____
Community Service by _____
Legislation by _____
History by _____
Junior Activities by _____
Ways and Means by _____
Other committee reports: _____

UNFINISHED BUSINESS: _____

NEW BUSINESS: _____

MONEY MARCH: Amount collected _____

REMARKS FOR THE GOOD OF THE ORGANIZATION: _____

CLOSING CEREMONY:

Minutes Approved: Date _____

Adjutant's Signature: _____

Commander's Signature: _____

TREASURER'S REPORT

Treasurer's Report by: _____

Date: _____ Unit Name and Number _____

Beginning Balance: Month ____ Day ____ Year _____

(Checking Account) \$ _____

Receipts:

Membership dues from:

Names: _____

_____ \$ _____

Fund Raisers \$ _____

Donations \$ _____

Other: (explain) _____ \$ _____

Total Receipts \$ _____

Disbursements:

Dues to National Headquarters (attach names) \$ _____

Postage \$ _____

Expense for fund raiser \$ _____

Other: (explain) _____ \$ _____

Total Disbursements \$ _____

[NOTE: Beginning balance (+) Total receipts (-) Total disbursements (=)]

Closing Balance \$ _____

ADD:

Checking: \$ _____

Savings \$ _____

Certificates, etc. \$ _____

Other accounts: (Explain) _____ \$ _____

Total Unit Assets \$ _____

Treasurer's Signature: _____

(This is a suggested form that can be used by the unit treasurer.)

TREASURER'S REPORT SUMMARY

Unit Name & Number _____

Date of Meeting _____ Reporting period from _____ to _____

BEGINNING BALANCE (from last report)..... \$ _____

(+) Total receipts (income) \$ _____

(-) Less total disbursements..... \$ _____

CLOSING BALANCE: \$ _____

ADD:

Checking: \$ _____

Savings: \$ _____

Certificates: \$ _____

Total of all assets: \$ _____

Treasurer's signature: _____

(This can be filled out by the treasurer from the treasurer's report and given to the adjutant to be attached to the minutes.)