

**AFSCME FINANCIAL STANDARDS CODE- REVISED MARCH 2024**

- Article I - Article XI
- Appendices
- Glossary of Terms
- Trustees Audit Guide
- Trustee Audit Checklist

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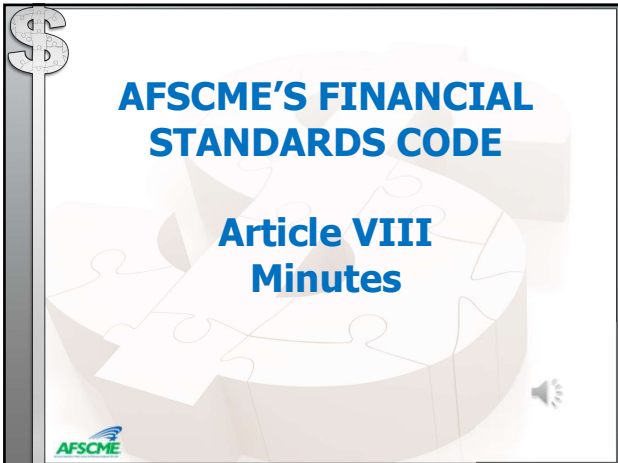
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**AFSCME'S FINANCIAL STANDARDS CODE**

**Article VIII Minutes**

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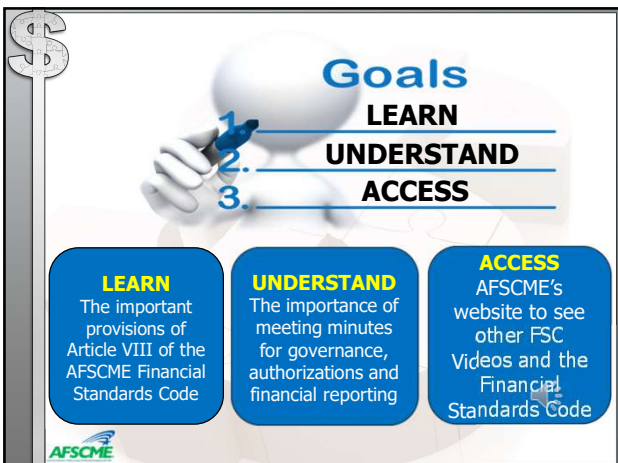
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**Goals**

- LEARN**
- UNDERSTAND**
- ACCESS**

**LEARN**

The important provisions of Article VIII of the AFSCME Financial Standards Code

**UNDERSTAND**

The importance of meeting minutes for governance, authorizations and financial reporting

**ACCESS**

AFSCME's website to see other FSC Videos and the Financial Standards Code

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**Meeting Minutes**

- Record of Proceedings
- Permanent Record of Actions and Decisions
- Document whether Quorum was Present
- Previous Minutes were Read and Approved



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**Article VIII - Minutes**

The Recording Secretary is responsible for maintaining the minutes of all the Affiliate meetings such as:

- Executive Board Meetings
- Membership Meetings
- Committee Meetings

Affiliate Meetings



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**Order of Business**

Minutes Record the Meeting Proceedings to include:

- Date and Time of Meeting
- Officers Present
- Who Presided

Executive Board Mtg  
Meeting Proceedings  
Date: 8/1/2024 @ 4:30 pm  
Officers Present:  
President  
Vice President  
Secretary-Treasurer  
Recording Secretary  
Presiding:  
President



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**\$ Minutes Note Financial Authorizations:**

The most important function of the meeting minutes is that they note **Financial Authorizations** such as:

- **What** Motions Were Made
- **Who** Made the Motions
- **Who** Seconded the Motions
- **Whether** the Motions Passed

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**\$ Meeting Minutes**

The Minutes Must be:

- **Signed** by Recording Secretary
- **Approved** by Appropriate Body
- **Read and Approved** at Next Meeting of Body




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**\$ Financial Reports**

The Following Must Be Attached to the Minutes:

- Monthly Financial Report
- Annual Budget
- Audit Report




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## Key Point

Minutes are Part of the **Financial Records** of the Union and should be retained **permanently.**



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## Secretary-Treasurers Online Resource Website

[www.afscmetreasurer.org](http://www.afscmetreasurer.org)

**Check it Out**



**AFSCME**

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