

INSTITUTE M EXPLAIN

(1) The Secretary-treasurer should know the contents contained in the Hand Book.

(2) **Minutes**—The blank space allowed for minutes should be used to record ALL meetings connected with the Institute, and should be arranged chronologically according to dates.

Minutes should be a clear, concise record of proceedings. Each item of business should constitute a separate paragraph, and date of meeting, the name of the presiding officer, and the date of meeting, the name of the presiding officer should record the reading of the minutes of the previous meeting, it should be approved at the close of the previous meeting, it should be approved. Succeeding paragraphs should record the business transactions.

In recording a motion, the name of the mover should be stated—Moved by Mrs. J. Smith, and seconded, that...

Items or numbers on the program should be given. Items for discussion should be given. The secretary should not record a complete description of the minutes, but should follow them as a special report.

A final paragraph should record the closing of the meeting. Minutes should be signed by the secretary and by the chairman. The minutes are signed as follows: *Attest*

(3) **List of Meetings Held**—The second section of the book is for a record of the place of meeting, attendance and number of addresses.

(4) **Cash**—The next section is for a record of cash receipts, that is, the source from which the cash is received, and full explanation of expenditures, that is, the purpose for which the cash is expended. Receipts should be entered in their respective columns, for example

Left-Hand

Date	Explanations
May 15	Members' Fees \$8.50, Township grant

Corresponding
Expense

Date	EXPLANATIONS	Meetings, Hall Rents, Extension Services, etc.	
May 15	Smith's Book Store		
May 16	Post Office		

(5) **Financial Statement**—The financial statement should be duplicated in the section following the cash record, or left in the book. This statement must include the balance of the previous year, and must also contain an accurate statement of the expenses for the year and a statement of the balance on hand.

(6) **Officers and Directors and Membership List**—The space allowed for this purpose. Do not enter any names of officers or directors who have not been elected or appointed. The names and addresses of new members may be entered each year in the space allotted. Indicate when fee was paid to secretary, and do not duplicate same during the year. Always record it in the same way. Do not send the names of members to the next year.

Note—The space in this book allows for the minutes not be sufficient for any Institute, the secretary should