

# VASFAA

## **BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM**

(Add additional objectives and status reports as needed)

**Committee:** Treasurer

**Commissioner/Board Position:** Kerrie Roth/Treasurer

**Year (e.g., 2005-06):** 2006-07

**Committee Members:**

N/A

**Standard Goal 1:** Maintain all fiscal operations of the Association. (Strategic Plan Reference: Section 4.6 A (1-6))

**Objective 1** (*HOW the committee plans to achieve the stated goal*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 1** (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

**Date:** 8/15/06

**Report:** Have been in contact with auditor at Old Dominion University to facilitate audit review and Form 990 preparation. In the absence of additional information from previous auditor, the necessary adjustments will be made in support of completion of the upcoming submission. Work to begin in September 2006. Completing bank reconciliations, ledger entries, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 2** (*HOW the committee plans to achieve the stated goal*): Provide timely expense reports and reimbursements to committee chairs and committee members. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

**Date:** 8/15/06

**Report:** Providing timely reimbursements to membership and outside vendors in accordance with procedures. Minimal expenditures for committees to date as follows: **Awareness \$517.48, Conference 921.74, Electronic Services 500, President \$1951.34, State Relations 130.35. Pending payment due for opportunities booklet of \$2,500.**

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

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_

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

**Standard Goal 2:** Maintain formal relationships with business partners relative to fiscal management. (Strategic Plan Reference: Section 4.6 A (2,3))

**Objective 1** (HOW the committee plans to achieve the stated goal): Provide timely information to business partners.

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

**Status Reports of Objective 1** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

**Date:** 8/15/06

**Report:** Work with past Treasurer to update mailing information to business partners. Work with Budget and Finance Chair to maintain current status of insurance/business policies.

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

**Date:** \_\_\_\_\_

**Report:.** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Report:.** \_\_\_\_\_

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

**Objective 2** (HOW the committee plans to achieve the stated goal):

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

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<u><b>BUDGET</b></u>	
<u><b>Item</b></u> (Broad general categories)		<u><b>Cost</b></u>
_____		_____
_____		_____
_____		_____

**Board Approved Amount:**     \$ \_\_\_\_\_ -0- \_\_\_\_\_  
**Date:** \_\_\_\_\_  
(Use separate sheet if necessary.)