

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): 2009-10

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: 9/15/09
Report: Working with auditor at Old Dominion to facilitate audit review and Form 990 preparation. Transferred proceeds from 2 matured CD's to money market accounts pending BOD investment decision regarding the proceeds of \$37,907.94. _____

Date: 10/23/09
Report: 2008 audit review and Form 990 completed and ready for signature. No findings or unexplained discrepancies. Bank reconciliations completed for June – September 09; one outstanding check for \$75 to Meadowbrook HS from 2/08. Completed Treasurer's Report and Balance Sheet for year-end (June 30, 2009) and quarter ending September 30, 2009. _____

Date: 1/29/10
Report: Bank Reconciliations completed through December 2009. Balance Sheet and P&L completed through December 2009. Researched CD investment options for proceeds of \$37,907.94. _____

Date: 5/20/10

Report: Bank Reconciliations completed through April 2010. Balance Sheet completed as of May 20, 2010 and P&L completed through quarter ending March 31, 2010. Three (3) CD's purchased from the Bank of the Commonwealth from proceeds of Wachovia CD's; amounts of \$18,000, \$10,000, and \$10,000, rate of return 2.20%. All certificates mature in June 2011. _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): Provide timely expense reports and reimbursements to Commissioners and committee chairs as requested. _____

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: 9/15/09

Report: Providing timely reimbursements to membership and outside vendors in accordance with procedures. Minimal expenditures for Association to date; all paid. _____

Date: 10/23/09

Report: Reimbursements are completed to the membership and outside vendors within one business week of receipt of proper documents. Itemized expenses are provided to Commissioners today; emailed one Committee Chair requesting expenditures to date. _____

Date: 1/29/10

Report: Reimbursements to membership and outside vendors current and all paid as of today's date. Itemized expenses and budget information provided to Commissioners today. BMI report completed and payment made on account to cover 2010. _____

Date: 5/20/10

Report: Reimbursements to membership and outside vendors current and all paid as of today's date. Itemized expenses and budget information provided to Commissioners today. BMI report completed and payment made on account to cover 2010. BB&T Liability Policy paid and current through May 2011. Certificate of insurance secured for Conference event at Embassy Suites, Hampton, VA. _____

BUDGET

<u>Item</u> <i>(Broad general categories)</i>	<u>Cost</u>
Quickbooks Online	\$377.46
_____	_____
_____	_____
_____	_____

Board Approved Amount: \$ 400.00

Date: June 25, 2009

(Use separate sheet if necessary.)