

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 2/09. Completed Treasurer's Report and Balance Sheet for year-end (June 30, 2009) and quarter ending September 30, 2009. _____

Date: _____
Report: _____

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: _____

Report: _____

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

Board Approved Amount: \$ 400.00

Date: June 25, 2009

(Use separate sheet if necessary.)