

## Treasurer's Report 9/9/2022

1. Statement balances – *hoping to have online access by meeting time*
2. An update on what we have been doing for the past several weeks.
  - a. Updating signers on the bank
  - b. Paid unpaid invoices, including
    - i. the attorney that handles the secretary of state paperwork
    - ii. PTO national membership
    - iii. Digiprint
    - iv. staff allotments
    - v. paper/printer allotment
    - vi. principal fund allotment
    - vii. misc. reimbursement checks for library and gopher day
3. Lesley to update about online banking and the possibility of doing the books online, researching if we have a web-based Quicken account and if it has online reimbursements or invoicing capabilities.
4. Upcoming audit of all financials in October; Mrs. Motter's father will take our financial box and complete an audit. He has requested we get the files in order by the same document by year, for example, 2019 bank statements in one section, all 2019 deposit slips together, etc. We are looking for volunteers to help with this task.

Since he is doing this free of charge, we want to get him a gift to show our appreciation

5. Draft procedure for reimbursement; up for discussion and to check bylaws – but something needs to be written about timelines, etc.

Example procedure: Reimbursement checks will be distributed mid-month and at the end of each month. September dates are 9/16 and 9/30. Reimbursement forms must be in the treasurer's box in a timely manner (for example, 30 days after purchase). All event invoices and reimbursements must be in the treasurer's box 30 days after the event. The CPA has given guidance that the books must be balanced after each event.

Another opportunity we could investigate is to have reimbursements submitted electronically. For example, complete the form and scan receipts to a designated email address. Then if we had a web-based program, we could attach everything in the program. We can think more about this.

6. Taxes are upcoming, and we will be gathering documents and passing them along to the CPA.