

Year End Treasurer's Report, FY 2020-2021  
Submitted by: Patricia Luczai, Branch Treasurer

The treasurer created reports each month which were shared with the board. These are a Statement of Financial Position, Statement of Activity and Budget vs. Actuals. In addition, detailed reports for the Initiatives were produced as needed. A basic summary of our assets, and fiscal year to date revenue and expenditures were also reported. This summary was also shared at the required business meetings open to the public. Special ad hoc reports were also created on request to support the initiatives and development oversight.

Typical activities included monitoring the aauwpok userid on gmail, processing PayPal transactions, paying bills and approving expenditures. Each month, Quickbooks was used to record our activity and reconcile our records with our HVFCU accounts. The treasurer coordinated with the membership treasurer to keep the records relating to member dues and donations up to date. Federal and State Taxes were prepared and submitted. The Operating Budget for the next fiscal year was produced and approved by the Board. Due to a decline in membership, operating funds are expected to decline and next year's budget reflected this.

Due to the impact of the Corona virus on Branch activities, the impact on the Treasurer was seen in several ways. Almost every communication occurred on-line. The initiatives had lower than usual activity and hence, expenses. Since our large in person events were cancelled, this translated to fewer than usual tasks for the Treasurer. As an example, in months where our Open House, fundraiser, or Annual Meeting is held, our bank statement may run to 5 pages. This year, our bank statements were only 2 pages. Since our initiatives had fewer expenses, the decision was made to delay annual planning for the financial needs of the individual initiatives and not to hold a special appeal for funds.