

**To:** NCNMLG Board and Members  
**From:** Annette Osenga, Treasurer  
4538 San Carlos Avenue  
Oakland, CA 94601  
[Aosenga@lifewest.edu](mailto:Aosenga@lifewest.edu)  
**Date:** Revised June 15, 2002 from draft of June 6, 2002  
**Subject:** **Treasurer's Annual Report FY 2001/2002**

---

*The figures provided in this annual report do not include monies from the coupon accounts. The income generated by the coupon accounts has not been used during this fiscal year, or in the past, for the operating expenses of the Chapter. The coupon manager is responsible for the accounting and reporting of the activities of the coupon funds.*

Totals provided in the annual reports from some offices and committees will not necessarily correspond to the Treasurer's totals. This is due to the timing of payments/receipts made by the committees which may, in some cases, overlap two different fiscal years.

### **Financial Overview for FY 2001/2002**

#### **General Treasury**

	<u>June 1</u>	<u>May 31</u>
Checking Account Balance	\$9,456.69	\$1493.68
Money Market Account Balance	\$12,358.61	\$22,626.76
<b>Total Available Funds</b>	<b>\$21,815.30</b>	<b>\$24,120.44</b>

#### **Income/Expenses**

	<u>Actual</u>	<u>Budgeted</u>	<u>Variance</u>
Income	\$6292.25	\$5,300	\$992.25
Expenses	\$3987.11	\$8,165	(\$4027.89)
<b>FY01/02 Profit</b>	<b>\$2305.14</b>		

#### **Chapter Programs/CE Courses**

	<u>Income</u>	<u>Expenses</u>	<u>Profit / (Loss)</u>
XML course <i>Course took place in previous FY</i>	\$60.00	n/a	n/a
Web databases <i>Includes \$1000 underwriting by PSRML; \$750 paid directly to presenter.</i>	\$1,390.00	\$865.49	\$524.51
November Program	\$390.00	\$983.79	(\$593.79)

## Activities for the Year

These documents detail the finances for the year:

- From Quicken, two Register Reports (chronological list of transactions showing who was paid, and sources of income) for the checking and the money market accounts.
- From Quicken, an Itemized Categories Report showing merged figures for checking and money market accounts, organized by the reportable categories required by MLA for federal tax purposes.
- From Quicken, a Balance Summary Report by category.
- From Excel, a spreadsheet summarizing expenses/income organized by committee/officer, and showing how these figures relate to the approved budget of FY2001-2002.

All of the above reports are successfully reconciled to show an operating profit of \$2305.14.

Throughout the year, the Treasurer endeavored to make all payments and reimbursements in a timely manner. In addition, the Treasurer attended all meetings, in person or by telephone conference call, except for the meeting held in Arizona. A report detailing the financial status of the Chapter was presented to the Board and membership at each meeting. The Treasurer [has forwarded] to the Archivist original copies of all Board reports and this annual report.

In October 2001, the Treasurer audited the records for the FY ending May 31, 2001 by comparing bank statements, checkbook entries, and reports with the Quicken registers. All entries were correct. The Treasurer will request the assistance of a volunteer auditor to do these same tasks again for the FY ending May 31, 2002. It was previously advised that a professional audit should occur once every five years or so. If finance officers at MLA headquarters agree that this is necessary, the current Treasurer believes it will be most valuable at the time when the coupon system is replaced by electronic transfer of funds.

The Treasurer mailed two revised forms to all officers and committee chairs: a revised request form for reimbursement, and the budget forecast form.

In December 2001, the Chapter's state taxes (form 199) for calendar year 2000 were prepared by EH Associates of Albany, CA. Federal tax reporting forms were submitted to MLA for 2000 and 2001. The Chapter's insurance fees were paid to MLA headquarters.

In January 2002, the budget was submitted and approved.

In May 2002, the State Board of Equalization cancelled the seller's permit for NCNMLG due to no sales reported. The State now mandates this cost-effective action. Approximately two weeks time is needed to request a new license, should NCNMLG decide to sell items or services again.

## Recommendations

- Post the “request for expense reimbursement” form to the Chapter’s website.
- The Board had asked the previous Treasurer to consider an accrual method of accounting to allow all expenses/income derived from the current fiscal year to be a part of the final year end financial statement. Subsequently, accountants advised the outgoing Treasurer against this change, and to maintain cash accounting.
- Previously, a discussion took place about the fact that the Chapter follows an academic fiscal year (May-June) while MLA follows a calendar fiscal year. This impacts the variety of taxes that the Chapter must file. All tax reports except one for the state and federal levels are based on a calendar year. Since Quicken provides flexible reporting within date ranges, the Treasurer does not consider the difference in fiscal year to be a burden.
- The Group must recruit a volunteer to audit the books for FY 2001-2002 before the California state tax return (Form 199) for calendar year 2001 is completed and filed this summer or early fall.
- The Treasurer should solicit input and propose the budget for FY 2002-2003 earlier than was possible in the past year.

Respectfully submitted,

Annette Osenga  
Treasurer