

## **NHLA Treasurer's Report**

December 2014

Cara Barlow, NHLA Treasurer

### **Financial Report**

Please find attached a copy of the November 2014 Profit & Loss Statement and the Balance Sheet.

If you look at the Profit & Loss Statement, you'll see on line 4020 that we had \$410 in NHLA Fall Conference Income, and line 6021 says that we had \$2,145.41 in Fall Conference Expenses.

That's simply the snapshot for November – in September we took in \$370 in Fall Conference Income and in October we took in \$2,625. In total, NHLA has realized \$3,405 in NHLA Fall Conference income.

Our books are in order and everything is proceeding as expected.

### **NHLA Money: Collecting, Depositing and Requesting Payment Training**

On November 19 I held a treasurer training for section treasurers and other who were interested. Six members attended.

I created a procedures booklet that I'm happy to share. The procedures go over how to request payment, make a deposit, transfer forms, requesting a vendor to be invoiced, and more.