

## **NHLA Treasurer's Report**

October 2014

Cara Barlow, NHLA Treasurer

### **Financial Report**

I will be bringing the September 2014 financial reports to the Oct. 6 board meeting – as of this writing I'm waiting on documentation of a deposit made in September.

### **Annual Compilation**

Brenda and I looked over the draft FY2014 compilation report from Plodzick & Sanderson and found some discrepancies between the compilation and NHLA's QuickBooks accounts. Brenda worked with Donna LaClair of Plodzick & Sanderson and corrected the bookkeeping.

I spoke with Ed Perry earlier this week and gave my approval to the revised draft compilation, so they will be issuing us a final one soon.

### **Section Bank Deposits**

I'd like to remind NHLA Section Chairs that I need their treasurers to email me scans of deposits they make to their section's Citizen Bank accounts. I need that information before the end of month in which the deposit was made in order to run the reconciliation reports.

The deposit information that should be emailed to me is:

- a completed NHLA deposit form indicating to which line the deposit should be credited (i.e. spring conference, fall conference, postage, awards, etc.)
- a scan of the bank deposit slip
- scans of the checks.

Also, sections should not be hanging onto uncashed checks for extended periods of time.

We had a situation recently in which a number of checks were held for more than six months and were not deposited within the fiscal year in which they were collected.

This is a problem for a number of reasons - banks are not legally required to honor checks that are more than six months old (though these were accepted, thank goodness), it impacted the section and NHLA financial reports for two separate fiscal years, and it reflects poorly on the professionalism of the section and NHLA.

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

I will be offering NHLA financial procedures training on Wednesday Nov. 19, 11:00 – 12:00/12:30 depending on questions and Monday, Nov. 24, 10:00 – 11:00/11:30 depending on questions.

I'll go over how to do deposits, make payment requests, the NHLA forms to use and the NHLA budgeting cycle. I'd encourage section or committee members who will be handling NHLA money to attend.