

**Department of GA Auxiliary Finance Committee Meeting, March 18, 2017 at Department 11:00 AM**

**(Reviewed Financial Records Nov 2016-Feb-2017)**

Filing system set in place in binders for current term/ After 1 years, store in filing cabinet

**Filing system in Binders:**

- Balance Sheet
  - General Ledger
  - Profit & Loss
  - Reconciliation Summary
  - Bank Statements
  - Deposits
  - Copies of Checks
1. Laptop (Secretary) last purchase President Lola Harper (**Recommend New Battery**)
  2. Purchase Order **Form Set in Place**
  3. VA&R Expense **Form Created Sample Form present** at meeting Friday
  4. **CPA Kimberly Schaeffer** (Waiting for Appointment) **Response 3/11 from Patty**  
Yes, I talked to Kim and she said she would not be able to get to us until **after April 15<sup>th</sup>**.

The finance committee reviewed audit recommendations and motions from DEC meeting Fall conference. We took into consideration this will be a systematic process which requires several steps to complete. Progress have been made in attempting to set account up by making category and creating sub-accounts for simplicity in accounting purposes.

While going through documentations, we noticed areas where there will be a few recommendations at Spring conference. We are making a profit from the shirts and pins, however if order less we could make even a greater profit to maximize our funds.

- Past President Pins – Nothing is stated in standing rules regarding Past President Pins
- Presidents Pins – We usually order 800 have leftovers - **Set a cap 700 Pins**
- Presidents Shirts Nothing in writing how much we can spend- **Set a cap \$1500**
- Make grab bags of left over T-Shirts, Pins and Book of Reports from PDP **set fee \$5-10**

Looking back at the history of the Past Presidents pins, nothing is stated where we give a pin to the outgoing president, we need a recommendation to include in standing rules. We could not find anything to support the ordering process of the shirts. We look back at the last 4 Presidents who ordered shirts and pins to use a guide in ordering.

\$1578.64 Placed 2<sup>nd</sup> order \$761.40 Total **\$2340.04** Miriam **Stein** – Shirts 2016-2017  
**\$1138.75** Rosa Scott- Shirts 2015-2016  
**\$1491** Gabriele Barnett – Shirts 2014-2015  
**\$916** Susie Mash - Shirts 2012-2013

Sincerely,

Valerie Brown  
Cc Gail Ramey  
Deana Rowe