

TREASURER'S REPORT 2020

I. Role

The role of the treasurer is to make sure the finances of the society are kept in good order. All bills and vouchers should be paid in a timely manner. She is an ex-officio member of the finance committee and provides information for budget planning. The treasurer does a report of finances for the annual convention along with a listing of contributions by chapters and members to both the International and the state organizations. She sees that a final report goes to the administrative board in August and a financial compilation is completed along with the necessary tax forms.

II. Annual Goals

Collect dues and scholarship fees from all chapters. Make sure all chapters send in form 15 to the state treasurer. Make sure all chapters file IRS form 990N. Send the Keystone editor any new initiate's names. Complete the reports for state convention and the administrative board meeting in August. Prepare materials for the financial compilation. Help chapter treasurers when they request help. Educate chapter treasurers on the correct forms to file and help them get them in on time.

III. Accomplishments Related to Goals

All reports were completed in a timely manner. Pennsylvania had 100% of the chapters filing their IRS 990N form. Chapter treasurers received help as needed. The financial compilation was completed and appropriate tax form filed.

IV. Actions Related to the PSO Strategic Action Plan

Activities 2.1.1 Encourage chapters and members to access resources found on the International and state websites.

Activities 2.2.2 Encourage timely responses by state officers and committee chairs to questions and request for assistance.

Activities 2.2.4 Direct state committees to share pertinent information with chapter counterpart committees on a quarterly basis via a mode of choice.