

TREASURER'S REPORT 2018

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. The treasurer is always available to help and advise chapter treasurers. She is 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 state organizations. She sees that a final report goes to the executive board in August and a financial compilation is completed along with the appropriate tax forms.

II. Annual Goals

Collect dues from all chapters and forward dues to International. Make sure all chapters send in form 15 to the state treasurer. Make sure all chapters file IRS form 990N. Send the Keystone editor new initiates. Complete the reports for state convention and the executive board meeting in August. Prepare materials for 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% filing with the IRS, meaning 100% of chapter did their filing. Chapter treasurers received help when needed. Dues were paid to International when due. The financial compilation was completed last year.

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.