

## 2013/14 ANNUAL REPORT

Date of Report: *September 12, 2014*

Executive Position: *Treasurer*

Committee Name: *Executive*

### *Activities:*

- Processed (received annual membership renewal forms, updated member contact information in Quickbooks database as required, emailed member receipts, scanned and emailed the membership renewal forms to the Chair, Membership & Credentials) for approximately 169 memberships.
- Communicated with members re: questions about their membership renewals and payment and personal information updates.
- Partnered with Chair, Membership & Credential's Committee on periodically reconciling both Quickbook Financial and Membership databases and resolved discrepancies.
- Ensured all invoices were paid in a timely manner.
- Created invoices, processed payments and followed up on outstanding Accounts Receivables.
- Processed Executive Expense claim forms.
- Processed one (1) 2014 HRABC Leadership Award.
- Managed all banking needs such as making bank deposits and following up on bank correspondence.
- Reconciled bank account monthly.
- Prepared regular financial reports for the Executive meetings.
- Prepared Fiscal Year End financials for our Accountant, BDO. This included sending a Quickbook's trial balance, general ledger, bank reconciliation and statement, as well as a bank statement copy and other correspondence as required.

Respectfully submitted,

Faye Jones, CHIM