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Pennsylvania Counseling Association (PCA)

10-24-2008

2008-10-24 PCA Treasurer's Report

Pennsylvania Counseling Association

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PCA Treasurer's Report
October 24, 2008

The attached spreadsheet includes income and expenses current through October 17, 2008 along with current YTD income and expense figures and monies being processed by Acteva for this current distribution period. Income figures for the conference include monies collected through Acteva only. The organizations income YTD is \$2168.47 over expenditures however, this figure is very fluid due to the income/expenses of the annual conference.

There continue to be expenses that appear on bank statements but have not been recorded in the organizational records. These are minor expenses and, once identified, represent reasonable costs.

Over the past several years, the debit card issued to the PCA Administrative Coordinator has been used for other appropriate organizational purchases most notably conference materials through an on-line vendor (docucopies.com). I am not sure that such a use of the card was ever authorized by the Executive Council or whether such an authorization is necessary. This use of the debit cards in this manner does not affect the cost centers. My recommendation is to continue this practice and for the Executive Council to authorize the PCA Treasurer to approve such debit card transactions on behalf of PCA.

PCA divisions and chapters are reminded that new, more detailed, financial reports will be required for this fiscal year (July 2008 – June 2009). The forms will be due by August 1, 2009 so that PCA filings with the Internal Revenue Services will be more accurate.

*The new forms have been distributed to all affiliate organizations and additional copies are available electronically. Just contact me.

Respectfully submitted,

Paul L. West Ed.D., LPC, NCC
PCA Treasurer

Motion
request: