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Pennsylvania Counseling Association (PCA)

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### 2007-10-19 PCA Treasurer's Quarterly Report

Pennsylvania Counseling Association

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## **PCA Treasurer's - Quarterly Report**

### **Site: PCA Board Meeting**

**October 19, 2007**

#### **Duties Performed:**

- ❖ Generated only 4 out of 9 division/ branch payments for this quarter because various chapters have not completed their Annual Financial and Membership Report form. These included: PAMCD; PAGLBTIC; PACES, and GPCA. It is required that each of the other affiliates of PCA complete a new Annual Financial and Membership Report for the fiscal year of 2007-2008 in order to receive the fall quarterly payment.
- ❖ On August 22 a new cell phone account was established with Verizon Wireless Company. The first month charges totaled \$42.92. This was with a 20% discount. Also the \$50 activation fee was waived. A new cell plan was needed because the old Cingular Wireless plan was designed for the analog system and PCA was incurring additional roaming charges as a result. PCA's summer cell phone bills increased from \$37.50 to \$49.00. PCA was going to be forced to convert to a new GSM network from this "outdated" plan by no later than January of 2008. Also paid regular monthly bills (i.e. Cingular Wireless and Verizon) since the last PCA board meeting.
- ❖ PCA's Certified Public Account, Mr. Edward Dougherty, completed the taxes for the fiscal year of 2007-08.
- ❖ Update on oversight item – failed to mail EZ990 form to federal government on time. Received letter from IRS regarding the late submission of EZ990 form. Letter was dated July 9<sup>th</sup> and received on July 13<sup>th</sup>. It was anticipated by the CPA that they would charge a penalty. Treasurer drafted letter and mailed out on 07/28/07 requesting leniency on treasurer's tardiness. Received a response from IRS post dated 09/11/07 stating that they received the letter and that their decision was in PCA's favor. It stated..."we are removing the penalty charged on the above account." This year's EZ990 form was mailed out on 09/15/07.
- ❖ Made numerous deposits from PCA mailed memberships and Acteva generated funds for this quarter.
- ❖ Reconciled monthly bank statements for this account, and entered banking transactions into a Word document for the purpose of tracking financial activities.
- ❖ Generated a number of Acteva membership reports and forwarded them through the internet to the PCA Chair of Membership Committee and PCA Administrative Coordinator.
- ❖ Received numerous receipts for postage from Administrative Coordinator and Membership Chair person and filed them away for accounting purposes.
- ❖ Responded to numerous email and mail inquiries. Many dealt with sending out checks for reimbursement items, salary for the Administrative Coordinator, and miscellaneous inquiries related to PCA funds.

- ❖ Went to the post office on a number of occasions to pick up certified letters, drop off mail, and pick up postage stamps to conduct business.
- ❖ Paid Director's insurance for 2007-08 fiscal year.
- ❖ Mailed a number of reimbursement checks for the PCA conference.
- ❖ Reviewing communication from fellow PCA members about various topics.