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Pennsylvania Counseling Association (PCA)

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2007-07-20 PCA Treasurer's Quarterly Report

Pennsylvania Counseling Association

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PCA Treasurer's - Quarterly Report

Site: PCA Board Meeting

July 20, 2007

Duties Performed:

- ✦ It is necessary that each affiliate of the PCA complete a new Annual Financial and Membership Report for the fiscal year of 2007-2008. Please mail them back if you do not submit one during the PCA board meeting.
- ✦ Sent out quarterly payment for the PACP, otherwise known as PAC Fund. → *2 Separate organizations*
- ✦ Paid regular monthly bills (i.e. Cingular Wireless). Review recent and upcoming changes in this phone plan. Recent bills have increased approximately from \$37.50 to \$49.00. The service charge increased from \$29.98 to \$36.98. The last two bills have contained roaming charges of \$2.97 and \$4.16 respectively. This is due to recent roaming charges and being penalized for not shifting to an analog plan. PCA is going to be force to convert to the new GSM network from this "outdated" plan. The cheapest plan currently being offered is \$39.99.
- ✦ Will be generating the next quarter division payment in the next few weeks.
- ✦ Mailed an overpayment to PCA member.
- ✦ Made numerous deposits from PCA memberships and Acteva generated funds. Generated a number of Acteva membership reports and forwarded them through the internet to the PCA Chair of Membership Committee and PCA Administrative Coordinator. Administrative Coordinator and Treasurer have devised a new plan of generating these reports on the first of each month.
- ✦ Continued to enter banking transactions into Word documents for the purpose of tracking activities.
- ✦ Reconciled monthly bank statements for this account.
- ❖ Received numerous receipts for postage and filed them away for accounting purposes. Also reconciled that with monthly PNC banking statements.
- ❖ Responded to numerous email and mail inquiries. Many dealt with sending out checks for reimbursement items, overpayment by PCA member, salary for the Administrative Coordinator, and miscellaneous inquiries related to PCA funds.
- ❖ Spent time tracking receipts from various parties affiliated with the PCA organization (i.e. membership costs, postage, etc.). Also went to the U.S. post office on a number of occasions to pick up certified letters, drop off mail, and pick up U.S. postage stamps to conduct business.
- ❖ Continues documenting in the Word file and "blue" binder to track financial information or generating information to distribute to others.
- ❖ Reviewing communication from fellow PCA members about various topics.

- ✦ 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 9th and received on July 13th. It was anticipated by the CPA that they would charge a penalty. Treasurer contacted the CPA by phone who said to construct a letter describing what occurred. He feels confident that they will waive this penalty since we do not owe them any money. He said to contact him if this would continue to be an issue.
- ❖ Converted PCA Budget Income Report for 2006-07 into a Microsoft Excel spreadsheet. Will be devising one for the fiscal year of 2007-08.
- ✦ Contacted Mr. Edward Dougherty, who is PCA's CPA, for purpose of confirming that he would complete the taxes of PCA for the fiscal year of 2007-08. He agreed and the bank statements and other budget information were mailed to him for completing this task.