

MHNC Treasurers Report for Oct 07, 2010

submitted by Fred Ginsburg

DONE is currently understaffed and way behind on their bookkeeping. It is ironic that they impose the strictest financial procedures on us, yet at the same time they cannot manage their own books! They have not updated the Funding Reports on their website since Aug 24. The only data that appears current on that site are the credit card purchases, as I suspect that is provided directly by the bank. The listing of Demand Warrants paid has not been updated since August.

I have called DONE to request up to date status on our Demand Warrants, but currently the only person who can access that is on vacation, so we are unable to reconcile what checks have been issued and what is still pending.

DONE has not posted any indication that they have received and audited our 4th Quarter Reconciliation that was submitted months ago. It is now time to submit our 1st Quarter Reconciliation for this fiscal year, which I have completed and will ship to them after this meeting. It is available for review, and for the president to sign.

Enclosed are copies of our fiscal reports, prepared in QuickBooks. Since we do not have that many transactions, I have printed out everything to date. I have also prepared a comprehensive expenditures by vendor report, dated from Aug 15 to present. I had to backdate that report, since invoicing from Academy Addressing included an invoice from 8/16 for the Movie in Park direct mailing piece.

Speaking of such, that special mailing cost us over \$2200. It had not been specially approved by the BOG, but was sent out as a special newsletter by Outreach. Only \$800 of that amount was within the budget for Movie in Park, so \$1400 of that expense will have to come out of the Newsletter budget. That means that unless we have other unused funds remaining in another committee's budget at the end of the year, we will have to curtail one issue of the newsletter.

A reminder to all committee chairs.... You must get permission from the President and/or Treasurer BEFORE taking any actions to encumber the MHNC, such as ordering printed materials, or committing MHNC to support an event. We will determine if the request falls within the established guidelines of the budget and DONE policies. Only very Minor expenditures may be approved immediately, but all major expenditures MUST be approved by the entire BOG.

There is NO petty cash, and no personal reimbursements for monies laid out on MHNC behalf! Demand Warrants (check requests) may take a long time to process, so do not promise any vendors speedy payment unless we can do it with a credit card.

Respectfully submitted,

Fred Ginsburg, MHNC Treasurer

Board Members present at this meeting are requested to sign below, indicating that they have read the Treasurers Report.