

ACS Virginia Section Treasurer Report 9/28/2018

1. May 2018 Budget

- a. Based on transferring \$13000 from Investments and \$2000 from Money Market fund.
- b. Also reduced some budget lines

2. Current view for remainder of 2018

- a. See spreadsheet of actuals vs. May 2018 budget
- b. Continue to get surprises both on income and expense
- c. Some budget lines (WCC, Chemistry Olympiad, and SEED) are well below budget; Any updates on anticipated additional 2018 expenses?

3. Lessons learned from my first 9 months

- a. Need input from committee chairs on anticipated expenses for upcoming year by December 15 so a draft budget can be presented in January
- b. Proposed Expense Reimbursement form which hopefully will make it easier to request and keep track of reimbursement requests.
- c. Need for a policy regarding travel expenses?
 - i. Travel is a necessary and significant expense for the Section
 - Councilor travel to National meetings
 - Leadership Training
 - BCCE
 - ii. Travel has become more complicated
 - Multiple ticketing options for airplanes
 - Fees for upgrades, checked bags, changes, insurance, etc.

Submitted by: Rob Davidson