

## ACS Virginia Section Treasurer Report 5/25/2019

---

### 1. 2019 Revenues and Expenses (see attachment)

- a. Revenues are close to our budgeted forecast through the first half of the year
- b. Expenses lower than budgeted through the first half of the year
  - i. Significant expenses have not yet hit our books
    - Chemistry Olympiad
    - Website
    - SEED
    - Awards – mostly in September
  - ii. CCEW only had minimal ACS expenses (companies sponsored their own tables)
  - iii. Councilor travel lower than budgeted for Orlando meeting
  - iv. Leadership Institute – may owe for 2017
- c. Balances
  - i. Check book - \$11491.52 (vs. \$7248.12 at year end)
  - ii. Money Market Account - \$7,746.36 (down from \$10,746.36 at year end)

### 2. Expense Reimbursements

- a. **Please continue to use expense reimbursement form!**
  - i. Provides a standard procedure for requesting reimbursement
- b. Trustees and Treasurer have received spam requests for payments!!!
- c. Invoices should not go directly to the Treasurer without approval from the appropriate officer/Exec. Committee member
- d. Minutes from Exec. Com meetings are important for capturing what expenses have been approved.
- e. Alternate councilor travel needs advance approval from Exec. Committee (per January 2019 Exec. Com meeting)

### 3. Leadership Development Expenses

- a. Section reimburses individual for travel expenses
- b. ACS bills section for program fees
  - i. Standard fees include only one night in hotel; extra night billed at cost
  - ii. ACS bills are not very timely
  - iii. Note – Pfizer paid for Stacy's costs this year
- c. Cost for second attendee from Local section is double the cost for first attendee
- d. Did not get \$250 early-bird credit this year

### 4. Local Section Dues – Propose increasing from \$6 to \$7 with \$1 increases for the next 3 years.

### 5. Draft travel guidelines – no additional feedback received

### 6. Expired Virginia sales tax exemption – no update

Submitted by: Rob Davidson