

**AMERICAN CHEMICAL SOCIETY
VIRGINIA SECTION**

REPORT OF THE TRUSTEES

September 28, 2018

The Trustees conducted a review of the Treasurer records from 2016 and 2017 on September 20, 2018. The records were found to be accurate and complete with the exception of some missing receipts from April 2016.

Based on the findings of this audit, the Trustees make the following two recommendations:

- 1) That the Treasurer not reimburse any expenses without first receiving the supporting receipts or documentation.

In most cases, reimbursement is made after expenses are incurred so this should not be an undue burden to carrying out Section business.

- 2) That the Executive Committee develops a set of guidelines for reimbursement of travel expenses for the Section.

Currently whether a travel expense is reimbursable is solely at the discretion of the Treasurer, and there is a large amount of variability in the amount and types of travel expenses that are reimbursed.

The Trustees would like to thank Thad Hannel for his three years of service to the section as Treasurer. They also would like to thank the current Treasurer, Rob Davidson, for his help with the audit.

Respectfully submitted,

P.P. Burks, Jr.
J.N. Demas
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