

To: CRTA Officers and Committee Chairpersons
From: Lou Williams – Division 6 Treasurer
Date: Tuesday, November 14, 2006
Re: Treasurer's Report

This is the first of this year's reports on the challenges, plans and needs of your Division Treasurer.

A. Challenges

1. Shorten the time between 'writing' of CRTA Chapter checks and 'cashing' of the same.
2. All reimbursements to be accompanied by valid voucher form. Emphasis on 'ALL'.
3. All receipts to be attached to the back of the 'completed' voucher.
4. Enter into study of other financial institutions that offer superior electronic banking services

B. Plans

1. Change the investment strategies from individual decision to committee format
2. Continue with detailed monthly reports in order to accommodate better decision-making processes

C. Changes (CRTA Board Actions)

1. Cash deposits from Luncheons, Table Tubs and Book Sales (See Recommended Board Motion – C1)
2. Payment of 'Returned Checks' (See Recommended Board Motion – C2)
3. All 'Invoices' will be accompanied by a Voucher that has been completely filled out.

D. Motions (Recommended Language)

C1 – All cash deposits will be accompanied with the appropriate 'bank deposit slip'. Such deposit slips will be requested from the Division Treasurer.

C2 – Costs of 'Returned Checks' will be handled on an individual basis. In special cases as designated by the Division President(s), the cost of bank charges will be paid from the Chapter budget – Budget Line Item #17 – "We Care".

C3 – All parties doing business or requesting reimbursements with the Division Treasurer will submit a completed Voucher accompanied with all proper receipts. No exceptions will be allowed.