

Treasurer - Lessons Learned:

Transfer signatures on bank accounts – priority one

Debit cards – ensure use of card is relayed to Treasurer promptly.

Set up bank accounts for on-line access.

Bank statements should come at first of month for previous month, one for checking account and one for money market account.

Budget items:

APICS rebates is same as Dues Society on budget form.

Access Group is educational materials, with the exception of the website expense.

Most of APICS invoices will be for educational materials.

Monies received from Southwestern College is for educational materials.

Charges for Student costs for Ablah and Student Chapter Advisor Memberships and the Fogarty papers should be paid in July or August. An invoice should be received from APICS.

When website cost is paid in late year (May or June), invoice Access Group for \$800 for their portion of the cost.

Seminar expenses – AirTechnics usually pays for lunch. Check to make sure this is still the case, and invoice for amount of seminar lunch.

Pay Chapter liability insurance Spring 2007, \$75.00. I received an e-mail when it was due.