Treasurer’s Report for the March 2019 Meeting

This Treasurer’s report is posted on our Detroit Links website along with our Chapter’s Detail Report, Program Budget Report, and Operation Budget Report. Also on the website is the Metro Detroit STEAMM Detail Report.

**Internal Audit Committee**

Here’s your chance for Service Hours. We need volunteers to be on the Audit Committee to do our Chapter’s Internal Audit. We also need a Chair. I’ll have records ready by June 1st. The Internal Audit should be completed by July 1st so they can be sent out to our External CPA for a Review.

**2019-20 Proposed Budgets**

Our approved Budgets were mailed to Central Area on February 22. Way before the March 15th due date. You can find these Budgets on the Detroit Links website under annual reports.

**PayPal**

National has approved the use of PayPal for making deposits to the Operation account.

- Paypal may only be used for payments to our Operation Budget. So, for meals, Dues, Friendship Events, etc. We cannot use PayPal for payments to our Program account. So not for tickets to our fundraisers or assessment payments to the Program Budget.

- The account must be a business account. $30 a month, $360 a year

- The transaction fee of about 3%, cannot be passed on to the member. This would be a Chapter Expense along with the $360 yearly fee.

- Our total Operation income last year was $46,804.21. 3% of that would be $1,404.13.

- PayPal can be set up with a majority approval of the Chapter.

**Reimbursement Forms**

Since the end of our Fiscal year (April 30th) is fast approaching and we have four Facets that still facet programming scheduled, we are going to have lots of reimbursement forms due in a very short amount of time. And I need all reimbursement forms turned into me by the April meeting so the expenses can go on this year’s budget.

I’d like to make this process as easy as possible for everyone to get reimbursed. You can find blank reimbursement forms on the Detroit Link website in the Miscellaneous Section - the last section - and listed as ‘Links Chapter Reimbursement’. I also need the original receipt or original invoice with your reimbursement form. Please be sure to include who I make the check out to and where I mail the check on the reimbursement form. I can help you fill out the form if you have questions. I also have extra printed reimbursement forms with me at every meeting.

Carol Garibaldi, Treasurer, Detroit Chapter