

Pi State Treasurer's Activity Report



Suzanne Patrick

2014-2018

“Opportunities to Connect”

Goal: *“To be visible and accessible to all members and to make them feel welcome at all meetings.”*

July 2017:

1. Paid vouchers as directed by State President
2. Replied to emails from Chapter Treasurers, Chapter Presidents, members and International
3. Collected and collated Chapter Treasurer reports
4. Met with accountant on 990 filing
5. Picked up 990 filing from accountant
6. Mailed required reports to International
7. Attended Leadership Development Seminar 7.7-8.17
8. Attended and assisted with audit of books from January 1, 2017-June 30, 2017 on 7.8.17
9. Emailed and called Oppenheimer in regards to our accounts
10. Balanced all accounts and completed reports for fiscal year ending June 30, 2017
11. Researched information about scholarships and awards
12. Received and deposited monies for Directory Supplement, 20-Year booklets, FDF, LDS and Initiate fees

August 2017:

1. Talked with State Audit Chair about report needed by International
2. Received report from Audit Chair and forwarded it to International
3. Paid vouchers as directed by State President
4. Filed State Treasurers Form 16 with International

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5. Replied to emails from Chapter Treasurers, Chapter Presidents, members and International
6. Balanced all accounts and completed reports
7. Received and deposited monies for Directory Supplements and 20-Year books

September 2017:

1. Emailed and called Oppenheimer in regards to our accounts
2. Balanced all accounts and completed reports
3. Paid vouchers as directed by State President
4. Replied to emails from Chapter Treasurers, Chapter Presidents, members and International
5. Accessed IRS Select Check to check on filing of 990 by Chapter Treasurers
6. Contacted Treasurers about filing 990
7. Attended Go-to-Meeting for Membership & Expansion 9.11.17 and Finance Committees 9.20.17
8. Emailed and talked to State President about appointment as Chair Ad Hoc Committee on State Financial Resources
9. Received and deposited monies for Directory Supplement, 20-Year books and copies of *Pi Lights*

October 2017:

1. Emailed and called Oppenheimer in regards to our accounts.
2. Provided information on FDF to State President.
3. Balanced all accounts and completed reports.
4. Paid vouchers as directed by State President.
5. Replied to emails from Chapter treasurers, Chapter presidents, members and International.
6. Accessed IRS Select Check to check on filing of 990 by Chapter treasurers.
7. Contacted treasurers about filing 990.
8. Emailed with Executive Committee about chapters still needing to file 990.
9. Held Go-to-meeting for Ad Hoc committee.
10. Received and deposited monies.
11. Attended and spoke at Area Council meeting in Latham

November 2017:

1. Emailed Chapter Treasurers who had not filed 990
2. Informed International of 990 filing status for all New York Chapters
3. Emailed International concerning dues and fees
4. Emailed Membership Chair, State President and International about concerns from two Chapters
5. Emailed International about membership status for a Chapter
6. Received and processed dues from 37 Chapters
7. Balanced all accounts and completed reports
8. Paid vouchers as directed by State President
9. Met with State President
10. Received and deposited monies
11. Attended Go-to-Meetings for different Committees
12. Prepared documents for Ad Hoc Committee on Pi State Financial Resources

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13. Emailed and had phone conversation concerning Eastern Area Conference
14. Submitted application for workshop at Spring 2018 meeting

December 2017:

1. Processed dues payments from Chapters
2. Received and deposited monies
3. Attended Go-to-Meetings for different Committees
4. Chaired Go-to-Meeting for Ad Hoc Committee on Pi State Financial Resources
5. Submitted application for Workshop on State finances at Spring 2018 meeting
6. Balanced all accounts and prepared reports
7. Paid vouchers as directed by State President
8. Paid dues to International
9. Planned for workshop on Pi State Finances for Spring Executive Committee Meeting
10. Scanned documents to return to those who had sent monies

January 2018:

1. Received and deposited monies
2. Balanced all accounts and prepared reports
3. Paid vouchers as directed by State President
4. Chaired Ad Hoc Committee on Pi State Financial Resources Go-to-Meeting
5. Scanned documents to return to those who had sent monies

February 2018:

1. Received and deposited monies
2. Balanced all accounts and prepared reports
3. Met with State President
4. Paid vouchers as directed by State President
5. Answered questions by Chapter Treasurers and other Chapter Officers
6. Worked with International membership to obtain missing Initiate Forms from Chapters
7. Scanned documents to return to those who had sent monies
8. Prepared documents and files for audit

March 2018:

1. Received and deposited monies
2. Scanned documents to return to those who had sent monies
3. Paid vouchers as directed by State President
4. Attended Finance Committee meeting
5. Attended Audit Committee meeting
6. Attended Executive Committee Go-to-Meeting
7. Chaired Go-to-Meeting of the Ad Hoc Committee on Pi State Financial Resources
8. Answered emails from members, Chapter Treasurers, International, and State Officers and Committee Chairs
9. Provided documents to the Scholarship Committee

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10. Provided documents for Finance and Audit Committees
11. Provided documents for Executive Committee
12. Balanced all accounts and prepared reports
13. Contacted Chapter Presidents from East Central Area

April 2018:

1. Received and deposited monies
2. Scanned and emailed documents to those who sent monies
3. Paid vouchers as directed by State President
4. Attended PI State Executive Board Meeting/Seminar in Latham
5. Participated in Pi State Executive Committee Meeting
6. Balanced all accounts and prepared reports
7. Presented two workshops at Pi State Executive Board Meeting/Seminar
8. Responded to emails and notes from Chapter Treasurers and Presidents

May 2018:

1. Received and deposited monies
2. Scanned and emailed documents to those who sent monies
3. Paid vouchers as directed by State President
4. Responded to emails and notes from Chapter Treasurers and Presidents
5. Balanced all accounts and prepared reports

June 2018:

1. Received and deposited monies
2. Scanned and emailed documents to those who sent monies
3. Responded to emails and notes from Chapter Treasurers and Presidents
4. Paid vouchers as directed by State President
5. Balanced all accounts and prepared reports
6. Attended Executive Committee Go-to-Meeting
7. Accepted State Representative to Northern Area Conference in July

On Going Tasks:

1. Liaison to East Central Area Council
2. Chair of Ad Hoc Committee on State Financial Resources
3. Member *Ex Officio*, Pi State Finance Committee
4. Member *Ex Officio*, Pi State Membership & Expansion Committee
5. Member *Ex Officio*, Pi State Audit Committee
6. Member Pi State Board of Trustees Gladys L. Mersereau Grant(s)-in-Aid Committee
7. Process vouchers approved by Pi State President and mail checks