

### **Treasurer's Report for the October 2013 board meeting**

My two biggest goals have been to follow up as quickly as possible on actions items determined during board meetings and to assist club treasurers with the dues process and various aspects of their positions. I am up to date with all actions items and provide follow up to members within 24 hours regarding questions and concerns.

One additional goal during this biennium is to update the Basics of Club Finances manual and make it available on our website for all treasurers to access at their convenience. I would also like to work on a dues preparation manual for both annual dues reporting and new member dues submittals.