

# SCFA Treasurer's Report

October 1, 2020

- Attended Online CTA Treasurer's Training online **last Sat, Sep 26**
  - Need to add/update the following in our Standing Rules:
    - Budget Process and Budget Committee
    - Internal Controls Protocol
      - Must have W-9 on file for all services paid for by SCFA and may need to provide 1099's to those vendors
    - Online Banking Protocol
    - Bank Reconciliations Protocol
    - Member Expense Policies (travel, lodging, meals, advances, and other expenses)
  - Need W-9's for each Rep Council member
  - New IRS form this year: 1099-NEC (non-employee compensation)
- Must present Year-End Financial Report and Proposed Annual Budget to SCFA Exec Board prior to bringing to Rep Council, so will do that at next meeting when Michelle is back
- Quickbooks update – now available as cloud-based accounting software with monthly subscription (\$15/month with ½ off for first 3 months). Confirmed at CTA Treasurer's training that this is the best software for the treasurer. Need a motion to approve this monthly expenditure.
- Big Pulse Online Elections Service:
  - Need to renew 12-month subscription at \$1,350
  - Might need to rush our upcoming election, which would be an additional \$500
  - Need a motion to approve these expenditures for elections this year.