

SCRID BOARD MEETING
Saturday, November 18, 2017
Face-to-Face
SCRID Financial Report October 2017

October 2017

- I. Numerous communications with Board and Committee members for Treasurer and organization business, including:
 - a. Many phone calls/texts with Beth D. regarding sending final check for DJ and credit card payment for hotel
 - b. Phone calls and emails with hotel for breakdown and payment of expenses for Jubilee
 - c. Handling emails for refund and the actual refunds for: error in purchase of Jubilee tickets and error in membership charged twice
 - d. Handling of emails for SCRID Treasurer business

- II. Completion of accounting procedures to close out the month of October in PayPal as well as in QB. This includes the transferring of funds from PayPal to WFB.

- III. Write check to Steven Kelley for his portion of monies (\$50) from Silent Auction at Jubilee

- IV. Cindy wrote Thank You/Donation letter for all the Participants thanking them for their contribution to SCRID (receipt for IRS – tax purposes). I filled in the amount and mailed them. THANK YOU, CINDY!

- V. Accounting work inside QB and PayPal – reorganization and implementation of new procedures inside PayPal, Excel spreadsheet, and QB, including reorganization of the Chart of Accounts to accommodate the new Budget feature. One example of this is the breakdown of Membership Dues into different categories.

- VI. Began inputting Budget figures for this Fiscal year

- VII. Reimbursed Peggy for expenses incurred at CAD conference (listed separately on the Profit and Loss for this month

- VIII. Organizing Treasurer's computer files – ongoing process (very little done this month for this)

- IX. Would like to note that emails are much more manageable since Peggy restructured THANK YOU PEGGY!