

AKLA Treasurer Report

September 14, 2011

All accounts are reconciled as of August 31, 2011:

Current balances are:

AKLA General	\$1509.49
AKLA Scholarship	\$20,925.88
Grants Account	\$68,806.83
Grants Expenditures	\$664.01

Profit/Loss, Balance Sheet and Transaction Detail for August are attached.

As we haven't yet received the conference proceeds from the 2011 conference we were short in the AKLA general account to pay an outstanding invoice. I asked the Finance Committee for approval to cash in one of the CD's and did so on September 14. This transaction is not reflected above.

On August 24 Mary Jennings and I met with Raju Shankar, CEO, Foraker Group to discuss AKLA's finance practices and procedures. We explained how we are managing our finances currently along with some of the changes that we anticipate. This discussion included Mary's desire to retire from her position and my desire to have more oversight as well as simplify the AKLA Treasurer's duties.

According to Shankar best practice financial reporting includes the ability to find out who gave/paid what and when immediately. AKLA now uses QuickBooks (QB) for accounting, Regonline for membership and conference registration and Access to produce the Directory. Shankar suggested that we use QB as our main/central database. We would still need to have Regonline to accept credit cards and for event registration but he felt we could import all of that information into QB. The purpose of this would be to have one place where all AKLA member and accounting is held. He assured us that QB data could be exported to create the directory without the need of another database program. Initially this would mean a good bit of data entry but once set up would be easier and more efficient.

Currently, the AKLA treasurer receives funds, deposits funds, writes checks and manages all accounting and reporting for the Association. Shankar cautioned that we need to have a clear segregation of duties in our operations. At the very least the person who deposits the funds should not be the person who writes the checks and does the reporting. This procedure protects the treasurer as well as the Association.

All AKLA mail goes to the Fairbanks address. It is sorted and put into a priority mail envelope and mailed to the Treasurer. In the time that I have been treasurer I failed to receive a grant check from the State and it had to be reissued. It eventually showed up in mail only after the reissue. Numerous times I have received emails and calls about why checks haven't been cashed, only to find out they hadn't made the complete circuit yet.

As a result of our discussion the following recommendations are presented for discussion at Face to Face:

- AKLA should adopt QB as the main database and import all membership data into the program.
- AKLA should hire a bookkeeper to manage day to day accounting. Treasurer would do the reporting and check signing.
- AKLA should entertain ideas as to how to streamline receipt and processing of snail mail. Encouraging direct deposits and credit card transactions for membership would greatly alleviate this situation.

Respectfully submitted,

Patricia Linville, AKLA Treasurer