

# Annual Treasurer’s Report

# 2012-2013

**Objectives:**

* Prepare annual budget and fiscal policy recommendations.
* Prepare and present a Treasurer’s Report at Executive Board and membership meetings.
* Deposit collected dues and other income.
* Maintain checkbook, credit card, bank account and all expenditure and income records.
* Receive and pay bills.
* Compile MDMLG annual expense report.
* Provide necessary materials to auditor.

**Accomplishments:**

* Provided the organization’s yearly projected budget.
* Prepared Treasurer’s report for each Executive Board and General Meeting.
* Paid bills and reimbursements.
* Deposited dues and other income.
* Maintained checkbook and records of committee expenditures.
* MDMLG’s IRS Form 990-N was electronically submitted and accepted on 3/4/2013

Respectfully submitted,

Donna Marshall, Treasurer

June 5, 2013