

TEAM Treasurer's Report--Andrew Reimer

Motions from Treasurer at 2016 AGM:

- ***That the Board give approval to change the mailing address of TEAM to a PO Box, to allow for continuity for the organization (estimated \$160 annually)***
- ***That the Board give approval to obtain a permanent phone number/VOIP phone number for TEAM, for the same reason as above (estimated \$60 annually)***
- ***That the Board give approval to the Treasurer to purchase a GIC with funds in chequing account in an amount of \$15,000 or less, to mature no later than Feb 28, 2017***

Recent Activities:

- Recorded conference registrations
- Reviewed registration forms and resolved issues when applicable
- Invoiced conference participants on request
- Cross-referenced current membership status
- Advised institutions/individuals to buy 2015/16 membership before conference when applicable
- Revised and reissued invoices as needed
- Created list of unpaid registration fees
- Received & reviewed invoices for conference expenses & issued cheques
- Compiled actual expenditures for 2016 conference and compared to budget as approved by Board in September 2015
- Compiled YTD budget for TEAM

Short-term Activities (June)

- Pursue unpaid registration fees: approximately \$8,500 of \$21,950 unpaid as of May 31, 2016. Invoices or payment requests have been issued for most or all
- Deposit conference registration cheques
- Issues refunds where appropriate
- Revise and adjust outstanding invoices as needed
- Write off unpaid registration fees where appropriate
- Obtain a PO Box to serve as TEAM's permanent address
- Re-order cheques with new address
- Obtain credit card for TEAM
- File taxes
- Reimburse Board members for any outstanding expense claims upon request
- Purchase a GIC, to mature in January or February 2017, subject to Board approval
- Compile list of memberships and forward to TESL Canada along with payment
- Pay outstanding invoices (insurance)

Long-term Activities (July-October)

- Apply for GST rebate
- Orient/assist incoming Treasurer as needed
- Provide annotated bank statements from January 2016 to August 31, 2016

