

2020 TREASURERS REPORT
ELI ABSEY, TREASURER
HEATHER JUZWA, ASSISTANT TREASURER

DATES	EVENT
May - June 2019	Reviewed Past Committee Spending
May - June 2019	Requested Budgets from Committee Chairs
June 2019	Reviewed Preliminary Budget with Pittcon President
July 6, 2019	Treasurer's Presentation at WU/KO - Stonewall
July 2019	Presented Budget to Pittcon BOD
August 14, 2019	Budget approved by Pittcon BOD
September 26, 2019	CCE Meeting - Presented PowerPoint Presentation Review instructions on SDinSites. Difference between Personal Expenses and Warrants and proper use of committee and expense codes
January 16, 2020	CCE Meeting - Final Treasurer Presentation before Conference Week
February 28 - March 5, 2020	PITTCON
Monthly	Approved Monthly Treasurer's Reports. Report should be distributed to the BOD by the 10 th of each month. Joe Cox sends for Treasurer review and approval before distribution to BOD
Ongoing	Approval of Personal Expenses and Warrants in SDinSites
March - April 2020	Review and Approve all Personal Expenses for Committee and CWS. Approve all Expenses for Invited Speakers and Short Course Instructors after review by Becky Hackley and Valarie Cassidy
April - June 30, 2020	Finalize approval of all warrants and expenses related to Pittcon 2020

CONFERENCE WEEK:

Friday:

Arrived on site but the Treasurer's Office was not available to us by the Convention Center until late afternoon. Penny Gardner did give us advance notice. Eli Absey, Joe Cox and Tom Davey from SOA went to PNC Bank to pick up the money. Five Cash Banks were prepared: Registration (2), Short Courses (1), Student Coordinator (1) and Activities (1). Activities also had the availability to accept credit cards.

Saturday – Wednesday:

Delivered Cash Banks for current day at start of day. Prepared Cash Banks for the following day. Collected all daily Cash Banks at end of day and doubled counted all funds.

* See attached Daily Balance Sheets for the Cash Boxes.

Thursday:

Delivered Cash Banks for current day. Collected Banks at end of day, Doubled counted funds. Eli Absey, Joe Cox and Tom Davey from SOA went to PNC bank to deposit the cash. Packed up office. GES picked up furniture and Smart Source picked up Computer, Monitor and Printer.

Staffing Requirements for Conference Week:

Staff is needed at the beginning of the day and at the end. Very little staff is needed during the middle of the day. Only staff needed are the Treasurer, Assistant Treasurer, Joe Cox and one other Committee Member. This year Annette Wilson assisted in the Treasurer's Office. No other staff or student is required. The Treasurer's Office opened at 7:00AM and closed after the last Committee closed.

Office Set-Up:

Required furniture includes a Safe, 3-4 8 Foot Tables (Depending on the size of the room) and 4 Chairs. A file cabinet was order but not used. I do not recommend ordering one for next year. Required Equipment from Smart Source are Computer, Monitor, Printer and 3 Power Strips. Penny Gardner made a recommendation and I agree Pittcon should order a Safe. The Safe must be large enough to secure the Cash Boxes. The Money Counting Machine malfunctioned and needs to be replaced.

Security Requirements:

Four Keys and three PPT Devices. No land line is required. We used our personal cell phones to communicate with each other. The PPT was used to communicate with other Committees who did not want to use there personal cell phones. No security guard is required.

What Worked Well:

- Even though there are still some glitches in SDinSite, the system is performing better. Schneider Downs is trying to correct problems that occur.
- Deleting Unused Expense Codes and Consolidating similar codes for better accounting purposes.
- Smart Source supplied the equipment in a timely manner.
- PIE delivered and picked up our supplies when requested.
- Experient provided daily reports as requested. Need to automatically enter the data from Experient electronically instead of entering manually.
- GES provided the furniture and safe in a timely manner.

Needs Improvement and Recommendations:

- Need more automation in Accounting. Recommend hiring a Consultant to come into the office to monitor our accounting process and supply us with recommendations to improve. There is too much manual entry.
- The budget development timeline should be earlier. Recommend having an approved budget before WP/KO.
- The Assistant Treasurer should communicate with the Chair-Elects to collect the information before July 1. This year 80% of the Chair-elects did supply me with the information before July 1 but the remaining 20% made it a struggle.
- Shelley Simpson-Forget and I are in communication with Schneider Downs to figure out why some committee members are still experiencing problems. Recommend setting up another training class. Some of the problems maybe cockpit errors and/or the system. I have received messages from some committee and non-committee members stating the system is easy to use while there are other who states it is not.
- Make sure the Activities Credit Card System has a secure Wifi Connection.
- Activities Store requires smaller currency.
- Talk to Valarie Cassidy on the use of the Cash Box for Short Course at future Pittcon's.
- Purchase a Safe instead of renting.
- Print Bank Sheets ahead of time. Ability to automate is suggested.
- 2021 Treasurer to review with Shelley Simpson-Forget that the 2021 Committee Chairs are given approval status in SDinSites.

Respectively Submitted,
Eli Absey
2020 Pittcon Treasurer