

Virginia Local Government Auditors Association
Minutes of the Business Meeting of the Membership
Four Points Sheraton, 9901 Midlothian Turnpike
September 29, 2017, 1:00 p.m.

Lily Hernandez, president, called the meeting to order at 1:03 p.m. and presented the agenda.

Treasurer's Report

Karen Woodson, treasurer, presented the treasurer's report as of the month ended August 31, 2017 (see attached). The ending balance at August 31 was \$15,687.77. Karen noted that the majority of the account activity included income for the spring conference received through Cvent. She noted that only two transactions related to the Fall Conference and the majority of that revenue would be reflected in the next report for September. Karen also presented the financial results from the Spring 2017 conference showing total revenues and expenditures with a net gain of \$1,257.25 as the event performed better financially than budgeted (see attached). This income would continue to be used with other funds to give back to the members. The treasurer's report was approved as submitted.

Secretary's Report

Vaughan Crawley, secretary, presented the minutes of the May 12, 2017 business meeting of the membership and the August 2, 2017 conference call of the Executive Committee. The minutes were approved as presented.

Slate of Officers for 2018

In the absence of Sharlene Wrenn, nominating committee chair, Lily presented the slate of officers and board for 2018:

- President – Tony Markun, City of Chesapeake
- Vice President – Greg Akers, Chesterfield County
- Secretary – Vaughan Crawley, Henrico County
- Treasurer – Karen Woodson, City of Virginia Beach Public Schools
- At-Large Member – Mike Helmke, City of Norfolk

The slate was approved as presented. The new board will take office on January 1, 2018.

Other Business

Tony Markun thanked Lily for her service as she had served as president of the VLGAA for two consecutive years. He presented her with a token of appreciation.

There being no further business, the meeting was adjourned at 1:09 p.m. and the Fall conference resumed.

Respectfully submitted,

Vaughan Crawley
Secretary

Virginia Local Government Auditors Association

VLGAA Treasurer
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September 28, 2017

RE: Treasurer's Report

Dear VLGAA Board and Members:

Please find the bank balances for month ended August 31, 2017 below:

Transaction Summary	
Beginning Balance 08/1/17	\$12,867.98
Receipts	3,094.79
Disbursements	(275.00)
Ending balance 08/31/17	\$15,687.77

<i>Bank Account Balances</i>		
Business Performance Savings 08/31/17		\$6,146.39
Essential Business Checking 08/31/17		9,816.38
Ending balance 08/31/17		15,962.77
Reconciling Amount		(275.00)
Reconciled Balance		\$15,687.77

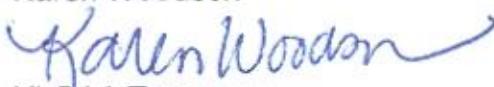
The activities for the month of August were as follows:

- Interest .42
- Spring Conference 2017 Credit Card Payments 2,884.37
 - Registrations 3,392.00
 - Bank Service Charges (230.47)
 - Cvent charges (277.16)
- Fall Conference 2017 Registrations 210.00
- Fall Conference 2017 Door Prizes & Speaker gifts (275.00)

Please let me know if you have questions or need any additional information.

Respectfully submitted,

Karen Woodson



VLGAA Treasurer

Spring 2017 Conference

	<u>Actual</u>
Fixed Costs:	
Speaker Cost	\$ 651.48
Speaker & Door Prize Gift Cards (9 @ \$25) AMX	225.00
Supplies (gift bags, batteries, name tags)	30.22
Hotel AV	101.76
Total Fixed Expenses	\$ 1,008.46
Revenues	\$ 5,093.00
Variable Cost Per Attendee:	
Breakfast & Beverages (inclusive)	\$ 1,209.80
Lunch & Beverages (inclusive)	1,109.86
C-Vent Fee (online registration fee)	277.16
C-Vent Bank charges (credit card fees)	230.47
Total Variable Cost	\$ 2,827.29
Total Revenues	\$ 5,093.00
Total cost	\$ 3,835.75
Net (loss) gain	<u><u>\$ 1,257.25</u></u>