

## OFFICER'S REPORT

**Name** Cheryl Peirce  
**Title/Office** Treasurer  
**Email** [treasurer@mccpta.org](mailto:treasurer@mccpta.org)  
**Month/Year of Report** February 2018

### Meetings/Events attended

- BOD Meetings: 12/7/17, 1/3/18
- Delegates Assembly, 1/23/18

### Projects/Issues

- General Accounting Tasks
- Annual Financial Review/Form 990 Preparation (professional)  
Pending proposal from Weyrich, Cronin & Sorra (WC&S) for annual financial review and Form 990 preparation.
- Annual Charitable Organization Registration Renewal
  - 2016 Renewal: Secretary of State's office responded regarding lack of a signed IRS Form 990 from last year, necessary for completing the registration. A current officer may sign. The late fine (\$175) was not waived and will need to be sent with the completed document.
  - 2017 Renewal: Submitted. Will need to send copy of 990 when completed.
- Budget Revision
  - Greencastle Elementary School PTA: The Delegates voted at the January Assembly to loan Greencastle Elementary School PTA up to \$5000 towards completion of a forensic accounting to attempt to determine losses they incurred during Lisa Betts 5+ year tenure as their treasurer and/or president.
  - MCCPTA Proposed Revised Budget: Submitted at the February 1 BOD for approval, approved revision to be presented to February 27 D.A. for approval.
- Office Manager
  - Pam Loebach, our former office manager, has returned to her position for 10 hours/week at \$22.50/hour, beginning January 22, 2018. She reports to Erin Clegg, VP-Programs. Necessary paperwork (Memorandum of Understanding, Maryland New Hire Registry, USCIS Form I-9, Federal & Maryland Tax Withholding Forms) has been completed.
  - Payroll Services, LLC, our former payroll service, has been hired to handle all payroll related needs (pay, tax withholding, tax filings, compliance with local, state, federal laws) on behalf of MCCPTA. This cost is \$98/month. MDPTA has approved electronic fund transfer for the purpose of payroll and associated costs from the MCCPTA checking account to Payroll Services, LLC.
- Workers Comp and General Liability Insurance
  - Workers Comp: Through Knight Insurance, we are setting up a new Workers Compensation Insurance policy with The Hartford, which will be retroactive to the first day of Ms Loebach's return to employment. In addition, because Workers Comp was paid in advance for FY2017 but never refunded when we ceased to have an employee in Jun 2016, an "audit" of payroll hours for FY2017 is in the process of being completed to send to The Hartford for possible refund of payment or credit towards the new policy.
  - General Liability & Contents Coverage: This policy covers our office and its contents and is in addition to the coverage we have of this type from The Travelers through MDPTA/Knight Insurance. This coverage, also with The Hartford, was canceled in error when our Workers Comp insurance was cancelled. We are in the process of setting up this coverage going forward.

### Announcements/Upcoming Events

- April 15: Annual Personal Property Tax filing is due! The income you report is for CALENDAR year 2017 (January 1-December 31, 2017.) Send a copy for SOCA compliance to MARYLAND PTA (not MCCPTA.)
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