

Treasurer Report

2023-06-08

CIYA Meet & Greet Profit

Expenses: \$408.06

Collected: \$765

HST: \$86.52 (included in collected)

Net income: **\$270.42**

Reminders for Executive:

1. I will no longer accept receipts submitted via email. All expenses must be accompanied by the reimbursement form and must be signed by the appropriate executive member.
2. When organizing events, the event planner should track all expenses and income, and report the totals to Sandy directly. Sandy will sign off on expenses, and the members will be reimbursed.
3. Please alert me when you submit expenses that should be covered by a grant so I can track them accordingly.
4. When collecting payments, please track what the payments are for. Submit written totals with the cash.
5. When requesting payments via e-transfer, please ensure the transfer includes a note to detail what they are paying for.