

## **O-2 Vice President's Report**

June 14, 2023

- Attended Admin committee meeting to discuss process of documenting and hiring a new executive secretary as Judy plans to retire
- Attended and worked on the 2023 Audit in the Audit committee, the report is attached to this document
- Attended the PD Committee meeting on April 7th

Respectfully submitted,

Robin Hastings



## 2023 MPLA Financial Check

### Sub-Committee Members

Robin Hastings, Chair  
David Alexander  
Elena Rosenfeld

Judy Kulp, MPLA Executive Secretary  
Jennifer Williams-Curl

### Introduction

The purpose of this Financial Review is to ensure the MPLA Executive Secretary is accurately representing MPLA in financial matters. While an audit is done as determined by governing bodies, this internal check is done annually. This check is done by a committee of volunteers from MPLA's Executive Board and includes the MPLA Executive Secretary. The findings are then shared with the MPLA Executive Board with any recommendations.

The review of 2022 financials led to four areas of focus: succession planning in regards to financials, a brief financial review, review of the decisions made for the Leadership Institute, and considerations for online payment options.

Recommended actions are listed at the end of this report.

### Succession Planning

Judy, the MPLA Executive Secretary, has been documenting her various tasks and activities as she completes them in a local (and external backup) hard drive to provide a procedure manual for the Executive Secretary position. She is working with Roy (MPLA Server Admin) to get those documents into Google Drive for sharing as needed. She has a timeline of reports needed as they come up over the course of the year. She has a file recording the passwords for the MPLA accounts that she maintains. She will consult with Roy and/or Brandon (MPLA Webmaster) to get a technological solution that is secure and shareable. Judy is also ensuring that there are backup people to access the various accounts and other services so that they can continue her work after she retires, if necessary.

Judy would like the board/membership to consider some changes that could be taken care of during the transition period, such as reviewing our needs for Association Management software

and our banking (online or local to Colorado) setup, including online payment processing. Her target date for retirement is around the end of March/beginning of April of 2024.

## **Financial Spot Check**

Judy informed the committee that the auditor had recommended that the Financial Review Committee complete a 'spot check' on some of the different expense areas. The Financial Review Committee agreed that this action was a reasonable expectation and identified five areas to review: CONFERENCE, LEADERSHIP INSTITUTE, ARCHIVES PROJECT, PAYMENTS TO EXECUTIVE SECRETARY and OFFICE SUPPLIES lines.

With the exception of the ARCHIVES PROJECT, which had no expenditures in 2022, documentation was provided so that the accounting spreadsheet could be compared against check requests, reimbursement requests, and invoices.

Documentation aligned with the tracked expenditures. Clarification was needed when a conference reimbursement request included both mileage and reception reimbursement which are covered through two separate line items. The check request for office supplies was written to approve an expenditure up-to \$20 for IRS forms. The actual cost, \$15.35, was well within the estimated amount.

Overall, the spot check showed a process that works. While occasional clarification might be needed, it is more about a person learning how to review the documentation than an indication of a problem with the system in place. No changes are recommended.

## **Leadership Institute in 2022**

In reviewing the income and expenses related to the Leadership Institute it was noted that the institute is still in the process of being re-established following the COVID-19 related suspension of the 2020 Institute and eventual cancellation in 2021. MPLA subsidized the Leadership Institute in the past, and budgeted \$2,500 for that purpose in 2020. At the October 13, 2021 Executive Board meeting, Leadership Institute participant fees were raised from \$750 to \$1,000 (to \$1,100 for non-MPLA members) with the intention that doing so would eliminate the need for subsidization, assuming full participation in the institute.

At the same meeting other budget related decisions included: pushing the date to hold the institute to 2023 (a permanent shift to odd numbered years going forward), not filling the Institute Coordinator position prior to the 2023 institute (the Leadership Institute Committee would handle those duties), with \$17,000 for the facilities at the YMCA of the Rockies, \$7,500 + transportation expenses for the facilitator (Maureen Sullivan), and \$1,200 for miscellaneous supplies budgeted. The \$1,000 income reported for the Leadership Institute was a single participant advanced registration payment for the 2023 institute and the \$3,329 expense was the deposit paid to the YMCA of the Rockies for the 2023 Institute.

## Digital Payment Information

Company	Fees/Transaction	Notes
<a href="#">Venmo</a>	\$0.10 per transaction + 1.9% of gross	Venmo business accounts do require a personal user account.
<a href="#">Zelle</a>	1st Bank does not charge MPLA any fees	Any fees are from the bank, not Zelle. Zelle requires a personal user account.
<a href="#">PayPal</a>	\$0.49 per transaction + 3.49% of gross  In 2022 - \$571.65	The 2022 cost is based on 255 transactions - this works out to be 4.65% as the overall percentage of gross receipts.  PayPay does not require a personal user account.

## Recommendations

This group recommends continued progress on duplication of access to all fiscal accounts to ensure that MPLA will not be locked out of any accounts.

For the Leadership Institute, the recommendation is to coordinate with the Leadership Committee to determine if an item for the Coordinator is needed for future budgets.

Add Venmo to the current payment options. Can we create a Business Zelle account versus personal? Create a sub-committee to investigate online payment options and the online management platform moving forward. For example, [MemberClicks](#) or [KanPay](#) could be options. Some options may depend on the address for the Executive Secretary.