

Albuquerque Chapter of MOAA  
2023 Treasurer Annual Report  
(10/01/2022-09/30/2023)

**Duties:** The Treasurer shall maintain a record of all sums received and expended by the Chapter; collect the members' annual dues; make such disbursements as are authorized by the Chapter or the Board; deposit all sums received in a financial institution approved by the Board; chair the Finance Committee; prepare a proposed Annual Budget for consideration by the Board each January; and make a financial report at the annual meeting or when called upon by the President. (From the Chapter Bylaws adopted on 10/09/2016)

**Accomplishments for 2023:**

1. Assumed position of Treasurer-elect in March 2023.
2. Supported a review of the Chapter's financial accounts under the purview of the Treasurer.
  - a. The Chapter Ski Club and Tours maintain separate financial management methods and accounts; contact respective chairs for associated information.
  - b. First Vice President completed review of Chapter Treasurer Accounting processes and account status on 04/16/23 and filed a written report.
3. Updated and provided 2023 Annual Budget to the Board.
4. Provided updated monthly Treasurer Reports to Board.
5. Paid Chapter bills on time.
6. Wrote appropriate donation checks as directed by the Board.
7. Maintained Chapter account status using adequate and appropriate accounting software.
8. Collected dues and deposited all funds in the Chapter Account at Kirtland Credit Union.

Reported By:

Major Allen Tate, USAF (Ret)

October 23, 2023