

## **Treasurer's Report**

Midwest Chapter / Medical Library Association  
Spring Meeting, 2002  
Prepared by Chris Shaffer, Treasurer 2002-2003

### **2001 Reports**

Attached are the *January 1 – December 31, 2001 Financial Statement* and the *2001 Projected vs. Actual Income and Expenses* reports, prepared by Peggy Richwine, Treasurer 2000-2001. The beginning balance was \$25,062.84 and the ending balance was \$28,095.14, for a net gain of \$3032.30.

### **Audit**

The Treasurer's records for 2001 were forwarded to Rick Brewer, Audit Committee Chair, in January 2002.

### **2001 Annual Conference Profit and Board Meeting Expense**

Karen Hanus, Program Coordinator 2001, reported that the 2001 Annual Conference profit totaled \$11,844.66 of which \$5,922.33 will be paid to the Midwest Chapter / Medical Library Association. Ms. Hanus also reported that expenses for the 2001 Fall Board Meeting were \$1,315.67.

### **MLA, Tax Filing, and Insurance**

Change of address was filed with the Medical Library Association Financial and Administrative Services office for liability insurance and tax exemption. IRS Form 990 was filed with the Medical Library Association Financial and Administrative Services office in January 2002. Chris Shaffer subscribed to the [mla-chptreasurer@mlahq.org](mailto:mla-chptreasurer@mlahq.org) mailing list. Change of address was filed with Brown & Brown Insurance (formerly Froehlich-Paulson-Moore) for bond insurance.

### **Travel Reimbursement Policy**

At the Fall 2001 Board Meeting, a proposal was made to reimburse the Program Committee Chair for travel expenses for program planning meetings and future conference location site visits. Implementation of this proposal requires revision to the *Travel Reimbursement Policy* (attached). Additional revisions to the policy are suggested. A draft of the revised policy is attached.

### **Web Site**

Business documents, such as the *Check Request Form* and *Travel Reimbursement Policy*, have been published on the Midwest Chapter/MLA website at <http://midwestmla.org/business/treasurer.html> .

### **Finance Committee**

Marceline Doranski and Bessie Gray, both from the University of Illinois at Chicago Library of the Health Sciences, agreed to serve on the Finance Committee. The Finance Committee met on February 28, 2002 and reviewed the proposed *2002 Budget* (attached).

### **2002 Budget**

The *2002 Budget* was prepared based on expenditures for 2001 and reported profits and expenses from the 2001 meeting (see above). The budget includes \$500 for the Program Chair to travel to Annual Conference planning and site visit meetings, as discussed at the Fall 2001 Board Meeting. The proposed budget includes a net loss of \$206.67.

### **Bank Accounts**

The beginning balance on January 1, 2002 was \$28,095.14. Peggy Richwine closed all bank accounts and forwarded funds to Chris Shaffer in January 2002. Chris Shaffer opened accounts at Cole Taylor Bank, Chicago on February 4, 2002. All accounts are interest bearing and include no monthly or annual fees, provided minimum balance requirements are met. As interest rates are quite low, breakable certificates of deposit were purchased for the Business Reserve Funds, allowing refinancing if interest rates increase. The total balance on March 8, 2002 was \$33,301.71. See attached *Financial Statement March 8, 2002* for details.

### **Credit Card**

At the fall meeting, the Board instructed the Treasurer to investigate acquisition of a credit card for the Chapter. A variable rate Cole Taylor Bank Visa Business Card is automatically available to business customers upon request. There are no monthly or annual fees. There are no interest fees if the balance is paid in full each month.

Midwest Chapter/Medical Library Association  
 Financial Statement  
 January 1-December 31, 2001

**Beginning Balance** **\$ 25,062.84**

Checking	\$	511.41
Savings	\$	13,322.39
CD - BRF2	\$	5,311.47
CD - BRF1	\$	5,417.57
A/R 2	\$	500.00
<b>Total</b>		<b>\$ 25,062.84</b>

<b>Checking Income</b>		<b>Year to Date</b>
Ann Meet 2000	\$	3,972.78
Dues paid in 2001	\$	8,140.00
Interest - Cking	\$	51.55
Prepaid Dues 2002	\$	<u>200.00</u>

Total Checking Income \$ 12,364.33

**Expenses**

Board Meet	\$	1,935.32
MLA Annual Mtg - Pres	\$	607.50
MLA Leadership - Vpres	\$	583.69
Chap Board Travel	\$	379.37
Treasurer	\$	352.25
Legal Expense	\$	8.00
Elections	\$	327.12
Liability Ins	\$	275.00
Membership	\$	1,291.72
Newsletter	\$	1,892.69
Scholarships	\$	1,000.00
Award	\$	500.00
2002 Mtg Grant	\$	500.00
2003 Mtg Grant	\$	500.00
Electronic Communications	\$	63.00
Net transfer to savings	\$	500.00
2002 Mtg Loan AR3	\$	1,000.00
2003 Mtg Loan AR4	\$	1,000.00

Minneapolis  
Indianapolis

**Total Expenses** \$ 12,715.66  
 Net Income \$ (351.33)

**Savings**

Beginning Balance	\$	13,322.39
Checking transfer to Savings	\$	500.00
BRF 1	\$	5,730.67
BRF 2	\$	5,612.70
Interest on Savings	\$	269.30
<b>TOTAL Savings</b>		<b>\$ 25,435.06</b>

**Checking**

Beginning Balance	\$	511.41
Net Income	\$	(351.33)

		Checking	\$	160.08
		Savings	\$	25,435.06
		A/R 4	\$	1,000.00
		A/R 3	\$	1,000.00
		A/R 2	\$	500.00
<b>Ending Balance</b>		<b>Total</b>		<b>\$ 28,095.14</b>

A/R 4 is 2003 AnnMtg Loan  
 A/R 3 is 2002 AnnMtg Loan  
 A/R 2 is 2001 AnnMtg Loan

**Midwest Chapter Medical Library Association  
2001 Projected vs Actual  
Income and Expenses**

Estimated Income	Projected	Actual In Kind
Annual Meeting 2000	\$1,500	\$3,172.78
Dues (400@\$20)	\$8,000	\$8,140.00
Interest	\$1,000	\$940.18
A/R 1 2001 Ann Mtg	\$500	\$0.00
Prepaid Dues 2002	\$0	\$200.00
In-Kind Contributions*	\$6,000	\$15,894.00
<b>Total Income</b>	<b>\$17,000</b>	<b>\$12,452.96</b>
Expenses	Projected	Actual
Administrative		
Board Meet	\$2,250	\$1,935.32
MLA Annual Mtg Travel,Pres	\$850	\$607.50
MLA Annual Mtg Travel,Vpres	\$850	\$583.69
Pres, State Mtg Travel	\$500	\$0.00
Chapter Council Rep Travel	\$850	\$0.00
Achievement Award - Hlth Info Mgmt	\$500	\$500.00
Legal expense	\$150	\$8.00
Liability Insurance	\$275	\$275.00
<b>Total Administrative</b>	<b>\$6,225</b>	<b>\$3,910</b>
Elections	\$400	\$327.17
Membership	\$4,500	\$1,291.72
Newsletter	\$2,600	\$1,892.69
Scholarship	\$1,000	\$1,000.00
Treasurer	\$350	\$352.25
Chapter Board Travel	\$1,000	\$379.37
2002 Ann Mtg grant	\$500	\$500.00
A/R 2 2002 AnnMtg Loan	\$500	\$1,000.00
Electronic Communications	\$35	\$63.00
Archives	\$40	\$0.00
2003 Ann Mtg grant	\$0	\$500.00
A/R 2 2003 AnnMtg Loan	\$0	\$1,000.00
<b>Total Expenses</b>	<b>\$17,150</b>	<b>\$12,216</b>
<b>Projected Gain/Loss</b>	<b>-\$150</b>	<b>\$237.25</b>

\*In-Kind Contributions - member contributions that defray expenses but are not actual income

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Annual Conference 2000, Cincinnati, Ohio



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## Travel Reimbursement Policy

Approved September 30, 1992. Revised October 1994.

It shall be the policy of the Midwest Chapter of the Medical Library Association (Midwest Chapter/MLA) to budget for the reimbursement of its officers for the expenses listed. Travel expenses shall include transportation costs, hotel accommodations, meeting registration, and meals. Transportation costs are defined as coach air, bus, or train fare; or automobile expenses. Automobile expenses may be reimbursed if substituted for air, bus, or train fare. Automobile mileage will be reimbursed at the IRS approved rate (currently \$.30 as of 1/10/95) provided that the total amount is less than or equal to the established coach airfare. Meals will be reimbursed at a maximum rate of \$30.00 per day. Generally, institutional funds should be requested before Midwest Chapter/MLA funds. Reimbursement will be made only if funds are budgeted and available in the Midwest Chapter/MLA treasury.

### President:

1. Midwest Chapter/MLA will provide a complimentary room for the president at the annual Midwest Chapter/MLA Fall meeting. The expense will be paid for from the proceeds of the conference income. The president's travel cost will not be reimbursed.
2. Midwest Chapter/MLA will reimburse to the maximum of \$850.00 per fiscal year for expenses incurred by the president for travel to the MLA annual meeting, and/or the spring Board meeting. Expenses are defined in the general policy statement.
  - a. Purpose of travel to MLA is to represent the Board at Chapter Council Round Table and any other appropriate function.

### President-Elect:

Midwest Chapter/MLA will reimburse to a maximum of \$850.00 for participation in the MLA Leadership seminar. Reimbursable expenses are

defined in the general policy statement.

## **Chapter Council Representative:**

Midwest Chapter/MLA will reimburse to a maximum of \$850.00 for participation in Chapter Council meetings. Reimbursable expenses are defined in the general policy statement.

## **Alternate Chapter Council Representative:**

Midwest Chapter/MLA will reimburse to a maximum of \$850.00 for participation in Chapter Council meetings. Reimbursable expenses are defined in the general policy statement.

## **Elected Officers and Representatives at Large:**

1. Any elected officer or representative-at-large may request reimbursement for travel to the Midwest Chapter/MLA spring Board meeting. A total of \$1,000.00 will be budgeted each year for reimbursement for this group. Once the travel funds are expended in any fiscal year, no more reimbursement is available. Priority shall be determined by the president. The following prerequisites shall be met to receive reimbursement:
  - a. Travel is over 400 miles round trip, and
  - b. A maximum of \$100.00 may be requested, and
  - c. Funds are available in the Midwest Chapter/MLA treasury.
2. Travel to state health science library meetings: Five hundred (\$500.00) shall be budgeted for the president and/or the president-elect to use to travel to state health science library meetings, if invited by the respective organization. Purpose of travel to state meetings is to improve communication between the various state organizations and Midwest Chapter/MLA. Expenses are defined in the general policy statement.
3. Executive Board luncheons: Midwest Chapter/MLA will provide a meal at the executive board meetings for members who attend the spring and/or fall Board meetings.
4. Procedure for reimbursement: Requests for travel reimbursement are to be submitted on regular Midwest Chapter/MLA reimbursement forms which need the approval of the president of Midwest Chapter/MLA.

Revised: October 1998.

Note: At the Fall 2001 Board Meeting, it was proposed that the Program Chair be allotted up to \$500.00 for travel to Annual Meeting planning meetings and sites. This will be on the agenda for the Spring 2002 Board Meeting. (Chris Shaffer)




Last updated: February 26, 2002  
Send comments to: [midwest-web@uic.edu](mailto:midwest-web@uic.edu)  
[Contact the Midwest Chapte](#)  
<http://midwestmla.org/business/travel.htm>

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Annual Conference 2000, Cincinnati, Ohio



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## Travel Reimbursement Policy (Proposed Revisions)

Approved September 30, 1992. Revised October 1994. Revised: October 1998. **Revised March 2002.**

It shall be the policy of the Midwest Chapter of the Medical Library Association (Midwest Chapter/MLA) to budget for the reimbursement of its officers for the expenses listed. Travel expenses shall include transportation costs, hotel accommodations, meeting registration, and meals. Transportation costs are defined as coach air, bus, or train fare; or automobile expenses. Automobile expenses may be reimbursed if substituted for air, bus, or train fare. Automobile mileage will be reimbursed at the IRS approved rate (currently ~~\$.30 as of 1/10/95~~ **\$.36.5/mile as of January 1, 2002**) provided that the total amount is less than or equal to the established coach airfare. Meals will be reimbursed at a maximum rate of \$30.00 per day. Generally, institutional funds should be requested before Midwest Chapter/MLA funds. Reimbursement will be made only if funds are budgeted and available in the Midwest Chapter/MLA treasury. **Procedure for reimbursement: Requests for travel reimbursement are to be submitted on regular Midwest Chapter/MLA reimbursement forms which need the approval of the president of Midwest Chapter/MLA.**

### President:

1. Midwest Chapter/MLA will provide a complimentary room for the president at the annual Midwest Chapter/MLA Fall meeting. The expense will be paid for from the proceeds of the conference income. The president's travel cost will not be reimbursed.
2. Midwest Chapter/MLA will reimburse to the maximum of \$850.00 per fiscal year for expenses incurred by the president for travel to the MLA annual meeting, and/or the spring Board meeting. ~~Expenses~~ **Reimbursable expenses** are defined in the general policy statement.
  - a. Purpose of travel to MLA is to represent the Board at Chapter Council Round Table and any other appropriate function.

## President-Elect:

Midwest Chapter/MLA will reimburse to a maximum of \$850.00 for participation in the MLA Leadership seminar. Reimbursable expenses are defined in the general policy statement.

## Chapter Council Representative:

Midwest Chapter/MLA will reimburse to a maximum of \$850.00 for participation in Chapter Council meetings. Reimbursable expenses are defined in the general policy statement.

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## Elected Officers and Representatives at Large:

1. Any elected officer or representative-at-large may request reimbursement for travel to the Midwest Chapter/MLA spring Board meeting. A total of \$1,000.00 will be budgeted each year for reimbursement for this group. Once the travel funds are expended in any fiscal year, no more reimbursement is available. Priority shall be determined by the president. **Reimbursable expenses are defined in the general policy statement.** The following prerequisites shall be met to receive reimbursement:
  - a. Travel is over 400 miles round trip, and
  - b. A maximum of \$100.00 may be requested, and
  - c. Funds are available in the Midwest Chapter/MLA treasury.
2. Travel to state health science library meetings: Five hundred (\$500.00) shall be budgeted for the president and/or the president-elect to use to travel to state health science library meetings, if invited by the respective organization. Purpose of travel to state meetings is to improve communication between the various state organizations and Midwest Chapter/MLA. ~~Expenses~~ **Reimbursable expenses** are defined in the general policy statement.
3. **Travel to planning meetings: Five hundred (\$500.00) shall be budgeted for the Program Committee Chair to use to travel to program planning meetings and site visits for upcoming Midwest Chapter/MLA Annual Conferences. Reimbursable expenses are defined in the general policy statement.**
4. Executive Board luncheons: Midwest Chapter/MLA will provide a meal at the executive board meetings for members who attend the ~~spring~~ **Spring** and/or fall Board meetings.
5. ~~Procedure for reimbursement: Requests for travel reimbursement are to~~

~~be submitted on regular Midwest Chapter/MLA reimbursement forms  
which need the approval of the president of Midwest Chapter/MLA.~~

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Last updated: March 8, 2002  
Send comments to: [midwest-web@uic.edu](mailto:midwest-web@uic.edu)  
Contact the Midwest Chapter  
<http://midwestmla.org/business/travel.htm>

Midwest Chapter / Medical Library Association  
 Christopher J. Shaffer, Treasurer  
 Budget 2002

	Itemized	Total
<b>Assets</b>		
<b>110 Checking</b>		
Beginning Balance	\$160.08	160.08
<b>120 Savings</b>		
Beginning Balance	\$25,435.06	25,435.06
<b>130 Business Reserve Fund 1</b>		0.00
<b>140 Business Reserve Fund 2</b>		0.00
<b>150 Annual Meeting Loans</b>		
Milwaukee 2001	\$500.00	
Minneapolis 2002	\$1,000.00	
Indianapolis 2003	\$1,000.00	
		2,500.00
<b>Beginning Balance</b>		<b>28,095.14</b>
<b>Income Accounts</b>		
<b>210 Membership Dues</b>		
415 @ \$20	\$8,300.00	8,300.00
<b>220 Annual Meeting</b>		
Milwaukee 2001	\$5,922.33	5,922.33
<b>230 Interest</b>		
Checking (4,000 @ .005)	\$20.00	
Savings (8,000 @ .015)	\$120.00	
Business Reserve Fund 1 (5,000 @ .02)	\$100.00	
Business Reserve Fund 2 (10,000 @ .035)	\$350.00	
		590.00
<b>240 Contributions</b>		0.00
<b>Projected Income</b>		<b>14,812.33</b>
<b>Expense Accounts</b>		
<b>310 Board</b>		
Board Meetings	\$3,000.00	
President MLA Annual Meeting and/or Spring Board Meeting Travel	\$850.00	
President and/or Vice President State Meeting Travel	\$500.00	
President-Elect MLA Leadership Seminar Travel	\$850.00	
Chapter Council Representative Travel	\$850.00	
Alternate Chapter Council Representative Travel	\$850.00	
Officer and/or Representative Midwest Chapter Board Spring Meeting Travel	\$1,000.00	
		7,900.00
<b>320 Archives Committee</b>		0.00
<b>330 Audit Committee</b>		0.00
<b>340 Awards Committee</b>		
Health Information Management Achievement Award	\$500.00	
Scholarships	\$1,000.00	
		1,500.00
<b>350 Education Committee</b>		0.00
<b>360 Finance Committee</b>		

Tax Exemption Fee	\$8.00	
\$40,000 Bond Insurance	\$186.00	
Liability Insurance (MLA)	\$275.00	
Bank Fees	\$50.00	519.00
<b>370 Governmental Relations Committee</b>		0.00
<b>380 Membership Committee</b>		
Membership Database	\$650.00	
Membership Directory	\$750.00	
Postage	\$300.00	1,700.00
<b>390 Nominations and Elections Committee</b>		
Elections	\$400.00	400.00
<b>400 Program Committee</b>		
Program Chair Travel for Planning Meetings	\$500.00	
2003 Annual Conference Grant	\$500.00	1,000.00
<b>410 Publications Committee</b>		
Newsletter	\$2,000.00	2,000.00
<b>Projected Expenses</b>		<b>15,019.00</b>
<b>Projected Net (Projected Income - Projected Expenses)</b>		<b>(206.67)</b>
<b>Projected Ending Balance (Beginning Balance + Projected Net)</b>		<b>27,888.47</b>

Midwest Chapter / Medical Library Association  
 Christopher J. Shaffer, Treasurer  
 Financial Statement March 8, 2002

	Beginning	Ending
<b>Assets</b>		
110 Checking	\$160.08	\$5,388.38
120 Savings	\$25,435.06	\$16,000.00
130 Business Reserve Fund 1	\$0.00	\$5,000.00
140 Business Reserve Fund 2	\$0.00	\$10,000.00
150 Annual Conference Loans	\$2,500.00	\$2,000.00
<b>Total</b>	<b>\$28,095.14</b>	<b>\$38,388.38</b>
<b>Net (Ending - Beginning)</b>		<b>\$10,293.24</b>

	Projected	Actual
<b>Income Accounts</b>		
210 Membership Dues	\$8,300.00	\$5,700.00
220 Annual Conference	\$5,922.33	\$5,922.34
230 Interest	\$590.00	\$11.52
240 Contributions	\$0.00	\$0.00
<b>Income</b>	<b>\$14,812.33</b>	<b>\$11,633.86</b>
<b>Expense Accounts</b>		
310 Board	\$7,900.00	\$1,315.67
320 Archives Committee	\$0.00	\$0.00
330 Audit Committee	\$0.00	\$0.00
340 Awards Committee	\$1,500.00	\$0.00
350 Education Committee	\$0.00	\$0.00
360 Finance Committee	\$519.00	\$0.00
370 Governmental Relations Committee	\$0.00	\$0.00
380 Membership Committee	\$1,700.00	\$24.95
390 Nominations and Elections Committee	\$400.00	\$0.00
400 Program Committee	\$1,000.00	\$0.00
410 Publications Committee	\$2,000.00	\$0.00
<b>Expenses</b>	<b>\$15,019.00</b>	<b>\$1,340.62</b>
<b>Net (Income - Expenses)</b>	<b>(\$206.67)</b>	<b>\$10,293.24</b>