

Treasurer's Report

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

Credit Report and Credit Cards

At the Fall 2002 Board Meeting, the Board instructed the Treasurer to acquire a credit card for the Chapter. The Treasurer applied for a credit card through Cole Taylor Bank, which is the current location of the Chapter's banking accounts. The application was processed and declined by Elan Financial Services for Cole Taylor Bank. Elan Financial Services indicated that the decision was based on a credit report from Equifax showing too many accounts, slow payments and collection filings. Attempts by the Treasurer to obtain a copy of the credit report from Equifax were unsuccessful.

At the Spring 2003 Board Meeting, the Board instructed the Treasurer to investigate acquisition of a secured credit card. The Board also instructed the Treasurer to investigate methods of "straightening out" the Chapter's credit history.

The Treasurer consulted with Ray Naegele, Director of Finance & Administration, Medical Library Association. Ray Naegele recommended against acquisition of a credit card due to control and liability issues. He also indicated that traditional consumer protection guarantees do not apply to businesses, which explains the difficulty in obtaining a copy of a credit report from Equifax. The standard seven-year grace for consumer accounts also does not apply to business accounts.

The Treasurer investigated Chapter accounts. The Chapter changes banks each time a new Treasurer is installed (usually every two years). Annual Meeting hosts often open banking accounts in the name of the Chapter. Additionally, Annual Meeting hosts open a line of credit with the conference hotel. And finally, the Chapter President traditionally opens a line of credit with a hotel for the Spring Board Meeting. All of these accounts may or may not be opened using the Chapter's Federal Employer Identification Number (FEIN). Thus, there are literally dozens of accounts associated with the Chapter, most not under the control of the Treasurer.

The Treasurer attempted to obtain copies of business credit reports for the Midwest Chapter / Medical Library Association. This proved impossible via website and telephone queries of major credit reporting agencies, primarily because there is no fixed mailing address for the Chapter.

The Treasurer investigated obtaining a secured credit card. Cole Taylor Bank does not offer secured credit cards. While there are many banks and companies that offer secured small business credit cards, the Treasurer was unable to find one that did not link the application to the Treasurer's personal finances.

The Treasurer and Finance Committee recommend that the Chapter:

1. Open accounts at a national financial institution that offers ATM/debit cards for businesses and not move accounts with each new Treasurer.
2. Retain the services of a professional accountant to investigate the Chapter's credit history.
3. Create a task force to investigate methods of managing Annual Meeting finances.

Lindberg Fellowship Endowment Fund

The budget for Account 340 (Awards Committee) was increased by \$1000.00 to cover a donation authorized by the Board at the Spring 2003 meeting.

Information

The Treasurer provided information about Chapter accounts and financial procedures to Kellie Kaneshiro, President; Scott Loman, IHSLA; and Ruth Holst, NN/LM GMR. The Treasurer provided information about Chapter insurance policies to Paula Raimondo, MLA Chapter Council Representative, Mid-Atlantic Chapter.

Commercial Crime Policy

At the Spring 2003 Board Meeting, the treasurer was instructed to increase the Commercial Crime Policy coverage to \$60,000. This was accomplished at a cost of \$44.00, for a total cost of \$294.00.

Web Site

The Midwest Chapter / MLA web site was updated with accounts and reports at <http://midwestmla.org/business/treasurer.html>.

Bank Accounts

The *Financial Statement September 18, 2003* (attached) shows a beginning balance of \$33,204.41 and an ending balance of \$41,465.19, for a net increase of \$8,260.78.

Midwest Chapter / Medical Library Association
Christopher J. Shaffer, Treasurer
Financial Statement August 11, 2003

	Beginning	Ending
Assets		
110 Checking	\$834.68	\$4,158.21
120 Savings	\$14,122.37	\$19,644.23
130 Business Reserve Fund 1	\$5,074.79	\$5,135.45
140 Business Reserve Fund 2	\$10,172.57	\$10,527.30
150 Annual Conference Loans	\$3,000.00	\$2,000.00
Total	\$33,204.41	\$41,465.19
Net (Ending - Beginning)		\$8,260.78

	Budgeted	Actual
Income Accounts		
210 Membership Dues	\$8,300.00	\$8,140.00
220 Annual Conference	\$7,288.27	\$7,288.27
230 Interest	\$590.00	\$457.78
240 Contributions	\$0.00	\$0.00
Income	\$16,178.27	\$15,886.05
Expense Accounts		
310 Board	\$7,900.00	\$4,663.03
320 Archives Committee	\$0.00	\$0.00
330 Audit Committee	\$0.00	\$0.00
340 Awards Committee	\$2,500.00	\$1,000.00
350 Education Committee	\$0.00	\$0.00
360 Finance Committee	\$683.00	\$616.00
370 Governmental Relations Committee	\$0.00	\$0.00
380 Membership Committee	\$1,700.00	\$177.38
390 Nominations and Elections Committee	\$400.00	\$125.80
400 Program Committee	\$1,000.00	\$0.00
410 Publications Committee	\$2,635.00	\$1,043.06
Expenses	\$16,818.00	\$7,625.27
Net (Income - Expenses)	(\$639.73)	\$8,260.78