

Virginia Master Gardener Association
ANNUAL MEETING
June 26, 2016
Blacksburg, VA

Tally on Motion Results as of June 10, 2016

Pat Reilly wrote: (via email) I move that we defer all bi-monthly board meeting reports to the annual meeting. A poll of the Board of Directors is required. The results are as follows:

<u>Name</u>	<u>Yes</u>	<u>No</u>
Pat Waring	x	
Pat Reilly	x	
Mary Ann Kincaid	x	
Angela Cingale	x	
Tom Bolt	x	
Christy Brennan	x	
Tina Chaleki	x	
Robyn Puffenbarger	x	
Deb Straw	x	
Frank Reilly	x	
Joan Richards	x	
Dave Close	x	

The motion was carried. All committee reports will be deferred to the Annual Meeting on June 26, therefore, there will be no June Bimonthly meeting.

Annual Meeting Minutes

The Annual Meeting of the VMGA Membership was called to order by President Christy Brennan, Hanover, at 6:32 PM on Sunday, June 26 at Master Gardener College. Christy welcomed all to the annual meeting, especially those attending MG College and the Annual Meeting for the first time. She explained the role of VMGA as the link between VCE and the individual units. She asked if there was no unit rep from their units, perhaps they would consider becoming their unit rep.

There were 86 Master Gardeners in attendance with one guest. Attendee list is attached to these minutes. Fifty-two of those are VMGA members making it a quorum for Roberts Rules purposes.

Secretary Joan Richards, Green Spring, reported the Minutes of the 2015 Annual Meeting were sent electronically to the Membership. There were no corrections or additions. Pat Reilly moved the minutes be accepted as sent. The motion was seconded and approved by the members. The secretary also asked those unit reps to please check the circulating list for any updates in address, phone number or email.

The Report of the Treasurer, Pat Reilly, Central Rappahannock, was presented in detail. The report is attached to these minutes.

VMGA Audit Review 2016 as of 6/24/2016

Background: The audit review team (ART) – Diane Kean, Wayne Condrey and Janice Mahoney, all from the Northern Neck, planned to meet with Pat Reilly, Treasurer, on June 9, 2016, to review the financial records and inventory of the Virginia Master Gardener Association (VMGA). Due to a flying computer Pat Reilly was unable to make the trip to Tappahannock. The team attempted to follow our plan with the help of electronic records previously received from the Treasurer. We were able to communicate by phone to ask and have several of our questions answered.

We acknowledged that the recommendations of the 2015 ART were addressed by the Finance Committee at the April, 2016 VMGA meeting and that those recommendations accepted by the committee were adopted through changes to the Standing Rules of the Association. Our work papers and findings report follow:

Questions/Findings for 2015/2016 VMGA Audit

Recommendations

The sales report form of MG gear should include a space for the date and the event in order to verify sales. *Sales report form has been modified to include date and simplified accountability.*

- We noted that the user ids and passwords for use in the PayPal application for the Treasurer, Membership Chair, Education Chair, and Merchandise Sales Team are included in the Treasurer's Handbook. We feel that this practice may represent a security risk by exposing the user ids and passwords unnecessarily. *Treasurer's Handbook has been changed and all passwords removed. 6/20/2016*
- In the Treasurer's Handbook Statement of Financial Position as of April 4, the Total Liabilities shown as \$8,492.54 appears to total \$9,192.54. It appears that the formula does not include two rows of data resulting in incorrect amounts for several reports. *Formula corrected. 6/20/2016*

Income

F3 We noted that there are several transactions initiated in the month of May 2015 that are not included in the file received from Pat. Based on the lack of issues found with the other transactions reviewed, it was decided to be unnecessary to request the additional data. *Those transactions were reviewed by the 2015 ART.*

Expense

F4 We noted that there are several transactions initiated in the month of May 2015 that are not included in the file received from Pat. Based on the lack of issues found with the other transactions reviewed, it was decided to be unnecessary to request the additional data. *Those transactions were reviewed by the 2015 ART.*

The Audit Review Team was impressed with the thoroughness of the record keeping and the accountability of the reports.

Workpapers

Banking

- The bank statements for June 2015 through May 2016 were obtained from Pat Reilly and reviewed. Per Pat, the reconciliation is done with Quicken or by hand due to so few checks. ***A hard copy of reconciliation will be reviewed prior to annual meeting.***
- The deposits listed on the bank statements were traced back to the scanned bank deposit tickets or were noted as ACH transfers of PayPal transactions. ***We reviewed for timeliness of deposits based on event date and found no exceptions.***
- We discussed blank checks and the handling of debit card processes. ***There are no blank checks used by the Treasurer.***
- We need to verify the existence of the two Certificates of Deposit. This will be completed prior to annual meeting. ***Verification of CD's was sent 6/20/16 and reviewed by ART.***

Income

- We traced all deposits from the bank statement to the source of the income. ***This included cash, checks and PayPal transactions (ACH transfers).***
- We viewed one check endorsement noted in the review of scanned documents. ***The endorsement was of the "For Deposit Only" type.***
- We viewed many PayPal transactions while reviewing the scanned documents. We noted two transactions with the same amount charged but a difference in the amount deducted by PayPal. The determination needs to be made whether the difference is due to the charge being through a PayPal account or a charge card. ***Explanation received with documentation on 6/20/16.***
- We obtained the Petty Cash Log and reviewed the details which seemed reasonable. ***Petty cash fund verified on 6/24/2016.***
- We did review the Sales Inventory records and review for accuracy and controls. Will inventory at MG College and give final report at that time. We made the recommendation that the form used for sales be modified. Form has been modified. ***Inventory reviewed and accounted for – counted three more crew neck sweatshirts than on inventory – corrected by treasurer prior to sales opening.***

Expenses

- We obtained the bank statement and traced each disbursement to source documents. In addition, we noted that there were two small bank fee charges. ***One charge was credit card fee for payment of SCC dues.***
- We identified only one check which had been written for "cash". ***The check was written to obtain cash for a project (Silent Auction) in which cash was needed to make change for sales. This was determined to be appropriate.***
- We reviewed all requests for reimbursement along with attached receipts and email approvals.

- We identified seven expense items in excess of \$600.00 and reviewed the details. *Because of the small population of transactions, we reviewed the entire population for reasonableness and approvals.*
- We completed a review of the budget and actual expenses reporting and processing.

General

- We reviewed compliance with applicable IRS requirements. We were told that Quicken accounts are set up according to IRS requirements. *Per conversation with Treasurer.*
- We traced income and expense transactions to banking records and/or source documents. *Because of the small population of transactions, we traced all (except several transactions initiated in May of 2015 or June of 2016) transactions to the source of the income or request for the disbursement.*
- Verified the accuracy of the financial reports by manually adding the categories. *Found a discrepancy under the liabilities category in the February and April financial reports.*
- We compared budget and actual expenses and discussed challenges faced by the treasurer and board. *Discussed and noted recommendations that accompany 2017 budget.*

Diane Kean, Chair, Northern Neck

Standing Committee Reports

Communications

Members of the committee are David Banks, JCC/Williamsburg (webmaster), Lynn Hamm, Western Tidewater, and Bonnie Bernard, Gloucester, (Calendar), Jan Worthy, Central Shenandoah, (Newsletter Editor), Tom Bolt, Norfolk, (e-blast coordinator), Hurricane Thompson, Gloucester, and Frank Reilly, Central Rappahannock.

November 12th marked our 16th anniversary as VMGA.net. We had more than 125K visitors to VMGA.net since last year. The most popular pages for the website are: 1) Calendar, 2) Endowment, 3) College, 4) Minutes and 5) Membership.

We can help you host your site. I can use volunteers with high-speed connections, software and desire for newsletter and web. The Communications Committee administered the on-line elections for VMGA Officers. Our site was down recently due to the service provider.

A Phishing scam was received asking for money transfer. This was reported to our bank and to the FBI.

We need more help with Newsletter content, editing, abstracting and preparation.

Frank Reilly, Central Rappahannock, Chair

Education

Annual Report

Current members of the education committee: Robyn Puffenbarger, Rockbridge; Wanda Gerard, Suffolk; and Betty Jo Hendrix, Western Tidewater.

PRIOR YEAR --2015 – Successful VMGA/VSU/Cooperative Extension Event: The Natives event sponsored by VMGA and VSU took place Saturday September 19, 2015. We had 59 registrations (42 VMGA) and seven speakers attend. Costs were \$3172.85 (honorarium, mileage, catering, program printing) and registration fees amounted to \$1753.38. The VMGA costs were \$1418.97 as this was the total not covered by registration. If you take the costs and divide by the number of VMGA attendees, the cost per person is \$53.77. For VMGA members alone, there were 189 total hours of continuing education at a VMGA cost of \$7.60/ VMGA member CE hour. As a non-profit with a mission statement that directs our efforts to education, this is a wonderful investment in our membership.

CURRENT YEAR – 2016 – Gardens of Lewis Ginter and Maymont – SAVE THE DATE – Saturday September 17, 2016. We need a title! We have space for 60 participants, with 30 starting at Maymont then moving to Lewis Ginter, the other 30 starting at Lewis Ginter and then moving to Maymont. There is no lunch and we anticipate about a 2 hour break to switch sites. Cost for Maymont is \$255 with non-profit discount; cost for Lewis Ginter is \$680, for a total cost of \$935. Checking in for any other fees/costs. Lewis Ginter agreed to give everyone free admission. Both sites will have water stands set up. Cost for this symposium has yet to be determined but the committee suggests \$25 for on-time registration VMGA and \$40 for non-VMGA, and \$35 for late registration VMGA and \$50 for non-VMGA late registration. We hope to open registration July 18th with the help of the communications and finance committees. The tentative plan is to have Wanda and Betty Jo doing onsite check in of registered participants with Robyn floating between.

Outline of Education Symposia for September 17, 2016

8:30 AM - arrival and registration

9:00 AM - Talk and Tour of site 1, at either Lewis Ginter or Maymont

11:30 AM – end of site 1 tour, depart promptly for second site, lunch on your own

12:45 PM – arrive site 2 tour

1 PM – site 2 lecture and tour

3:30 PM - end site 2 visit

Maymont Contact, Peggy Singlemann <psinglemann@maymont.org>

Lewis Ginter Contact, Randee Humphrey <randeeh@lewisginter.org>

The VMGA Education Committee will have some preliminary information to share at the August meeting about 2017 educational possibilities.

As of the VMGA October 8, 2016 meeting Robyn will need to step down as Education Chair due to her new job responsibilities as Chair of the Biology Department at Bridgewater. We will need to find additional members and potentially a chair for the Education Committee this year.

Robyn Puffenbarger, Chair, Central Shenandoah

The Education Committee was thanked, especially Wanda Gerard, Betty Jo Hendrix and Robyn Puffenbarger for their work in setting up a most interesting symposium.

Finance

Members are Diana Henry, Newport News, Bill Scott, Prince William, Pat Reilly, and Pat Waring, Bedford.

The committee has completed the FY 2016-2017 budget proposal which has been reviewed by the board and recommends that the board adopt the developed budget.

Version 4.0	5/23/2016		Proposed
INCOME		FY16 Budget	FY17 Budget
Admin	Membership Dues	\$ 4,000.00	\$ 4,200.00
	Life Membership Dues	\$ 550.00	\$ 960.00
Fund Raising	Fundraising (Merchandise Sales)	\$ 3,600.00	\$ 3,600.00
Programs	Education Events	\$ 3,000.00	\$ 3,000.00
Total Income		\$ 11,150.00	\$ 11,760.00
EXPENSES			
Administration	President	\$ 250.00	\$ 250.00
	Vice President	\$ 25.00	\$ 25.00
	Secretary	\$ 50.00	\$ 50.00
	Treasurer	\$ 100.00	\$ 75.00
	Professional and Legal Fees	\$ 25.00	\$ 25.00
	Membership	\$ 100.00	\$ 100.00
	Nominations and Elections	\$ 50.00	N/A
	Subtotal Expenses-Admin	\$ 600.00	\$ 525.00
Fund Raising	Fundraising (Merchandise Purchase)	\$ 2,100.00	\$ 2,100.00
	State Coordinator Endowment incl auction	\$ 1,200.00	\$ 1,200.00
	Subtotal Expenses-Fundraising	\$ 3,300.00	\$ 3,300.00
Programs	State Fair	\$ 500.00	\$ 500.00
	Education	\$ 3,000.00	\$ 3,000.00
	MG College Scholarships	\$ 1,200.00	\$ 1,200.00
	MG College Sponsorship	\$ 500.00	\$ 1,000.00
	Donation to VT Foundation	\$ 1,200.00	\$ 1,200.00
	Printing MG Coordinator's Manuals	\$ 500.00	
	VMGA Recruitment Kits - 5	\$ 200.00	
	Communications	\$ 150.00	\$ 150.00
	Subtotal Expenses-Programs	\$ 7,250.00	\$ 7,050.00
Total Expenses		\$ 11,150.00	\$ 10,875.00

Pat Waring moved the budget be adopted as presented. The motion was carried by unanimous voice vote.

Pat Waring, Chair, Bedford

Membership

ANNUAL REPORT - 2016

	5/31/2016	6/24/2015	6/26/2014
ACTIVE	262 (incl VCE Emeritus)	261	272
AUXILIARY	2	1	5
LIETIME	165 (10 VCE)	156	165
EMERITUS	N/A	N/A	6
TOTAL CURRENT	429	418	448

As of 5/31/2016 the membership total is 429 current members.

As of 5/31/2016 we have 177 members that have not renewed and are subject to be dropped.

The committee thanks those who have renewed their membership and who have encouraged new members to join. If you have not renewed for this year please contact the Chairman for an application. An application must accompany your dues in order for the committee to process your membership application.

Please remember that all correspondence is done electronically. Therefore members have the responsibility to update the Membership Chair of any contact information changes. We want to be able to keep our membership informed.

Deborah Ayers Straw, Chair, Hill City

The president and attending members thanked Deb Straw for her job well done in handling all the memberships.

Unit Support

The Unit Support Committee is available to advise MG units throughout the state on issues that benefit from the diverse experience of its members – from dealing without an agent to 501C3 organization and others. One request of the Committee has been made in the last six months.

Mary Ann Kincaid, Chair, Virginia Beach

President Christy noted Mary Ann could not be present today because Mary Ann's husband Jim's health has been failing recently. She suggested we take a moment keep him in our prayers and to send an email to let them we you are thinking about them.

Fund Raising

The Fund Raising Committee conducts MG-branded merchandise sales and other activities to raise money for VMGA's State Coordinator Endowment. Those interested in furthering this effort should contact the chair.

Tina Chaleki, Chair, Louisa

Merchandise Sales Team

The Merchandise Sales team, led by Jody Purches, maintains, stores, transports and sells merchandise at VMGA meetings and educational events. In addition to many volunteers who help with sales, the team consists of Pat Reilly and Jennifer Gallion.

For FY 2016, gross sales of merchandise brought in \$4,350.54. The cost of goods sold was \$2,841.63, resulting in a donation to the Endowment of \$1,508.91.

Endowment Team

This team meets mostly electronically to plan donor acknowledgement, solicits donations and conducts fund raising events to benefit VMGA's State Master Gardener Coordinator Endowment. The team consists of Pat Reilly (Lead), Dave Close, John Freeborn, Joe Kelly, Michelli Booker, Betty Villers and Pat Waring.

In FY 2016, the team met the goal of reaching \$250,000 in cash and pledge payments. We also acknowledged higher level donors at College 2015 with new Silverbell and Bald Cypress pins and certificates. Along with a lot of help from volunteers, the team brought in \$4,285 at the Silent Auction during MG College 2015. With the support of the board to use the funds from a maturing CD, the team challenged EMGs to donate to the Endowment and VMGA would match all cash donations. VMGA matched donations of \$7,993.41 for a total increase of \$15,986.82.

	<u>1-Feb-14</u>	<u>5-Aug-14</u>	<u>3-Feb-15</u>	<u>1-Aug-15</u>	<u>1-Feb-16</u>	<u>1-Jun-16</u>
<u>Fund balance / Market value</u>	<u>\$270,530</u>	<u>\$307,776</u>	<u>\$310,818</u>	<u>\$321,272</u>	<u>\$ 317,945</u>	<u>\$ 317,240</u>
<u>Cash gifts and pledge payments</u>	<u>\$210,817</u>	<u>\$235,514</u>	<u>\$240,651</u>	<u>\$249,250</u>	<u>\$ 260,244</u>	<u>\$ 264,255</u>
<u>Outstanding pledges</u>	<u>\$5,075</u>	<u>\$6,275</u>	<u>\$5,175</u>	<u>\$4,100</u>	<u>\$ 3,000</u>	<u>\$ 2,150</u>
<u>Deferred commitments</u>	<u>\$190,000</u>	<u>\$233,986</u>	<u>\$233,986</u>	<u>\$233,986</u>	<u>\$ 233,386</u>	<u>\$ 233,386</u>
<u>Income Earned*</u>	<u>\$14,159</u>	<u>\$19,931</u>	<u>\$26,112</u>	<u>\$26,442</u>	<u>\$ 21,058</u>	<u>\$ 24,486</u>
*Funds are withdrawn to pay for online modules, other statewide support						

Special Committees

Nominations and Elections

563 ballots were sent. 146 responses were received. There were no other nominations or write-ins. The following were elected to serve as VMGA officers for the 2016-2018 term.

President: Joe Kelly - Arlington/Alexandria
Vice President: Joan Richards - Green Spring
Secretary: Wanda Gerard - Suffolk
Treasurer: Diane Kean - Northern Neck

Betty Villers, Chair, Virginia Beach

State Fair

State Fair Report Bummer - The threat of heavy rains and severe weather forced officials to cancel the State Fair of Virginia early at 7 p.m. on Thursday.

“Safety is the fair’s No. 1 priority for our customers, vendors, exhibitors and workers,” said Marlene Pierson-Jolliffe, vice president of operations for The Meadow Event Park. “We feel it is

important to respect the governor's state of emergency declaration, and we realize that our law enforcement and emergency medical service personnel may be needed elsewhere during this impending storm.”

This year VMGA used electronic apps for the handouts and to direct visitors to the VMGA web site. The posters and signs throughout the garden looked great! Sadly we only had a few dry moments so visitors could actually walk through the garden and use the apps.

We reported only half of the normal contacts (just under 5,000) and did not spend the complete budget on supplies. Thanks to all of the MG volunteers who stuck it out during the rain and helped educate the public on protecting pollinators.

Thank you to Master Gardeners from: Hanover, Henrico, Norfolk, Fairfax, Green Spring, Louisa, and Richmond City.

Contact Christy Brennan Ctb47@comcast.net to sign up for this year's fair.



Christy Brennan, Chair, Hanover

VMGA Scholarships

Wanda Gerard and Nelda Purcell read the following as they presented the checks for the winners of the 2016 scholarships.

“Once again this year we had several applicants for the P. Diane Relf Educational Endowment Fund. The members of the VMGA scholarship committee meticulously reviewed the applications from all the master gardeners who had applied and were hoping to be one of the lucky winners. This year's VMGA Scholarship committee was made up of Wanda Gerard, Suffolk; Lynn Jones, Rockbridge; Ted Munns, Northern Neck; Nelda Purcell, Franklin, and Marilyn Riddle, JCC/Williamsburg; Chair.

After careful review and many back and forth emails, the committee agreed on who would be the winners for the 2016 MG College Scholarships. The executive committee approved our request for an extra \$100.00 to make the total dollar amount awarded tonight \$1950.00.

Although not a criteria for selecting winners, we realized that our winners represented a good geographic distribution of the entire state.

Before awarding our 2016 winners, we would like to thank the Virginia Cooperative Extension agents and the Master Gardener Coordinators for taking the time to recommend and support the VMGA scholarship efforts/goals.

Without further delay, the 2016 VMGA'S P. Diane Relf Scholarship Recipients are (in Alphabetical order):

John Birckbichler	Chesapeake
Dr. Jim Davis	Rockbridge
Donna Haley	Roanoke
Molly O'Boyle	Fairfax
Beth Walker	Wise

Marilyn Riddle, Chair, JCC/Williamsburg

VCE

Dave Close announced the following as winners of the Brag Board Competition.

1st place – Virginia Beach
2nd place- Northern Shenandoah
3rd place- Chesapeake

Congratulations to the winners and thanks so much for all the work that went into this competition.

Dave announced that Brent Heath from Brent and Becky's Bulbs was providing four door prizes to be given away. Brent announced bags of bulbs available to those Master Gardener units with community gardens. Projected on the screen were the winning numbers for door prizes.

President Christy announced the next bimonthly meeting will be held by the Green Spring Unit in Fairfax County on August 13 at the Horticulture Center at Green Spring Gardens. Joan Richards invited all reps to help themselves to brochures about the area at the table in the back.

Christy then installed the new officers:

President - Joe Kelly, Arlington/Alexandria
Vice president – Joan Richards, Green Spring
Secretary – Wanda Gerard, Suffolk
Treasurer – Diane Kean, Northern Neck

Joe Kelly then presented the outgoing officers each with a Virginia tree, the dogwood along with a Virginia Flag. Christy presented Joe with the president's gavel.

A motion by Pat Reilly was made to adjourn the meeting. The motion was seconded and passed by voice vote at 7:41 PM.

Respectfully submitted,
Joan Richards, Green Spring,
Secretary

Attendees at the Annual Meeting, June 26, 2016

<u>Albemarle, city of Charlottesville</u>	Fern Campbell, Cleve Campbell, Sharon Wormser
<u>Amherst, Campbell, city of Lynchburg</u>	Deb Straw
<u>Appomattox</u>	Jody Purches
<u>Arlington/Alexandria</u>	Paula Kaufman, Beth Tindal, Karen Smith, Joe Kelly, Sue McIver, Larry Haun, Dina Lehman-Kim
<u>Augusta., Rockingham, cities of Palmyra, Staunton, Waynesboro</u>	
<u>Bedford</u>	Elizabeth Brown, Pat Waring
<u>Brunswick, Mecklenburg, Lunenburg, Nottoway</u>	
<u>Carroll, Grayson, city of Galax</u>	
<u>Chesapeake</u>	Kathy King, John Birckbichler, Robert Kelley, Marvin Barnes, Amy Weber
<u>Chesterfield</u>	Lynn Foote, Debbie Koller, Liz Pittleman
<u>Fairfax</u>	George Graine, Molly O'Boyle
<u>Fauquier</u>	Ann Erricker
<u>Fluvanna</u>	
<u>Franklin</u>	Nelda Purcell
<u>Fredericksburg, Stafford, Spotsylvania King George, Caroline</u>	Frank Reilly, Pat Reilly, Luralee J. Cornwall, Gwen Pote
<u>Gloucester</u>	Hurricane Thompson
<u>Goochland, Powhatan</u>	
<u>Green Spring</u>	Barry Hall, Pam Smith, Sandra Griffin, Georgiana Hall, Joan Richards
<u>Halifax</u>	Rita Powell, Bill McCaleb
<u>Hampton</u>	Wendy Iles, Rhonda Graves
<u>Hanover</u>	Patti Bland, Christy Brennan, Emily Gianfortoni
<u>Henrico</u>	Ed Olsen
<u>Isle of Wight, Southampton, Surry</u>	Darryl A. Pierce
<u>James City County/ Williamsburg</u>	Mary Arbegas, Angela Cingale, Margene Hartsough, Amy Higgins, Gary Streb, Barbara Gustafson
<u>Loudoun</u>	Sam Allaire
<u>Newport News</u>	Christine Verderosa, Cathy Haskell, Daina Henry
<u>New River Valley</u>	Gwen Ewing, Helen Young
<u>Norfolk</u>	Harriette Frost, Bill Gebhardt, Andrea Tomlin
<u>Northumberland, Lancaster, Westmoreland, Essex</u>	John Lundsford, JoAnn Perkins, Jinny Estell, Diane Kean, Barb Kauneckas, Janice Mahoney
<u>Portsmouth</u>	Ben Dukes
<u>Prince William</u>	Bob Carter, Harriet Carter, Ellen King, Dawn Barr, Leslie Paulson, Jean Bennett

<u>Rockbridge, Bath</u>	Jim Davis
<u>Suffolk</u>	Pamela Saunders, Wanda Gerard, James Winters
<u>VCE</u>	Dave Close, Morgan Foretrand, John Freeborn
<u>Virginia Beach</u>	Gretchen Fisher, Andrea Davis, Michelli Booker, Jeanette Lynch, Diana Moffett-Zaki, Betty Villers
<u>Guest</u>	Brent C. Heath

Virginia Master Gardener Association
Annual Meeting
June 26, 2016 Blacksburg, VA
Treasurer's Report

1. Statements of Financial Position presented at each BOD meeting in FY2016 had the following error: While listed as Liabilities, the Coordinators Manuals (\$500.00) and Membership Recruitment Displays (\$200.00) were not included in the Total Liabilities, making that sum and Total Liabilities and Net Assets off by \$700.00. This was reported to the membership at the annual meeting by the Audit Review Team.
2. The Treasurer's Handbook was updated on 7 occasions.
3. The Treasurer participated in the audit review in June, 2015 and provided the Finance Committee with updated handbook sections and Standing Rules for their input and approval. The board accepted the recommendations of the Finance Committee.

Statement of Financial Position
As of May 31, 2016

Assets	Total to Date
Cash - gross sales of merchandise	\$ 4,350.54
Cash - all other sources	\$ 84.48
Cash total	\$ 4,435.02
PayPal Balance	\$ 564.34
Petty Cash Fund	\$ 40.00
CD 002 Balance	\$ 14,518.27
CD 005 Balance	\$ 5,033.47
Fundraising Inventory	\$ 2,897.92
Total Assets	\$ 27,489.02
Liabilities	
Unearned Income – Future Dues	\$ 7,276.11
Board Designated	
Membership Recruitment Displays	\$ 250.00
Total Liabilities	\$ 7,526.11
Net Assets	
Unrestricted (Current FY Dues, Merchandise Sales)	\$ 9,724.11
Temporarily Restricted (Reserve CDs, Future Dues, Board Designated scholarships, sponsorships)	\$ 10,238.80
Total Net Assets	\$ 19,962.91
Total Liabilities and Net Assets	\$ 27,489.02

Statement of Financial Activities – Summary

Revenue	Unrestricted	Temp Restr	Total
Contributions (Scholarships+ Endowment)	\$ -	\$ 238.89	\$ 238.89
Fundraising (Gross Sales)	\$ -	\$ 4,350.54	\$ 4,350.54
Interest Income	\$ 25.81	\$ -	\$ 25.81
Membership Dues	\$ 5,025.86	\$ 3,852.21	\$ 8,878.07
Programs	\$ 1,753.38	\$ -	\$ 1,753.38
Total Revenue	\$ 6,805.05	\$ 8,441.64	\$ 15,246.69
Expenses			
Program Support (Ed. Event, Communications)	\$ 3,315.15	\$ -	\$ 3,315.15
Donation Expenses (Endowment, St. Fair, Scholarships, Sponsorships)	\$ 5,323.82	\$ -	\$ 5,323.82
Program Services Total	\$ 8,638.97		\$ 8,638.97
General (Administrative)	\$ 220.18	\$ -	\$ 220.18
Fund Raising (Supplies, Merchandise, Gifts)	\$ 3,186.38	\$ -	\$ 3,186.38
Cost of Goods Sold	\$ 2,841.63		\$ 2,841.63
Total Expenses	\$ 14,887.16	\$ -	\$ 14,887.16
Change in Net Assets (Net Income)	\$ (8,082.11)	\$ 8,441.64	\$ 359.53
Net Assets, Beginning of Year	\$ 30,978.87		
Net Assets, Year to Date	\$ 19,962.91		

Financial Activities

Details of activities compared to budget and to previous FY actual

REVENUE		FY15 Actual	FY16 Budget	FY 16 YTD
	Temporarily Restricted			
	MG College Scholarship Donations	\$ 902.57	n/a	\$ 238.89
	MG College Scholarship Donations FY16			
	MG College Scholarship Donations FY17			
	State Coordinator Endowment Donations	\$ 97.60	n/a	\$ -
	Fundraising (Merchandise Gross Sales)	\$ 3,724.96	\$ 3,600.00	\$ 4,350.54
	Membership Dues FY17-25	\$ 1,389.36	\$ 550.00	\$ 3,852.21
	Total Temporarily Restricted	\$ 6,114.49	\$ 4,150.00	\$ 8,441.64
	Unrestricted			
	Membership Dues Current FY	\$ 3,729.05	\$ 4,000.00	\$ 5,025.86
	Interest Income	\$ 21.27	n/a	\$ 25.81
	Programs (Education Events)	\$ 1,252.33	\$ 3,000.00	\$ 1,753.38
	Total Unrestricted	\$ 5,002.65	\$ 7,000.00	\$ 6,805.05
Total Income		\$ 11,117.14	\$ 11,150.00	\$15,246.69

EXPENSES	Unrestricted	FY15 Actual	FY16 Budget	FY 16 YTD
Administration	President	\$ 274.30	\$ 250.00	\$ -
	Vice President	\$ -	\$ 25.00	\$ -
	Secretary	\$ 25.44	\$ 50.00	\$ 10.76
	Treasurer	\$ 35.32	\$ 100.00	\$ 77.32
	Professional and Legal Fees	\$ 441.00	\$ 25.00	\$ 26.95
	Membership	\$ 627.69	\$ 100.00	\$ 105.15
	VMGA Recruitment Kits - 5	n/a	\$ 200.00	\$ -
	Nominations and Elections	\$ -	\$ 50.00	\$ -
	Subtotal Expenses-Admin	\$ 1,403.75	\$ 800.00	\$ 220.18
Fund Raising	Fundraising (Merchandise purchase, shipping)	\$ 2,771.92	\$ 2,100.00	\$ 2,056.52
	State Coordinator Endowment (incl. auction)	\$ 1,181.02	\$ 1,200.00	\$ 1,129.86
	Subtotal Expenses-Fundraising	\$ 3,952.94	\$ 3,300.00	\$ 3,186.38
Programs	State Fair	\$ 565.85	\$ 500.00	\$ 409.91
	MG College Scholarships	\$ 2,500.00	\$ 1,200.00	\$ 1,950.00
	MG College Sponsorship	\$ 500.00	\$ 500.00	\$ 1,000.00
	Merchandise Profits to VT Foundation	\$ 1,327.91	\$ 1,200.00	\$ 1,508.91
	Printing MG Coordinators' Manuals	\$ 115.13	\$ 500.00	\$ 500.00
	Education	\$ 1,952.47	\$ 3,000.00	\$ 3,172.35
	Communications	\$ 142.80	\$ 150.00	\$ 142.80
	Coordinator Endowment (pass-thru)	\$ 97.60	\$ -	\$ -
	Cost of Goods Sold	\$ 2,397.05	\$ -	\$ 2,841.63
	Subtotal Expenses-Programs	\$ 9,598.81	\$ 7,050.00	\$11,525.60
Subtotal Expenses		\$ 14,955.50	\$ 11,150.00	\$14,932.16
	Unbudgeted donation to Coordinator Endowment			\$ 7,993.00
Total Expenses		\$ 14,955.50	\$ 11,150.00	\$ 22,925.16