

## **OFLA Annual Report**

**Lisa Howie, Executive Treasurer**

**March 11, 2023**

**The main responsibilities of the Executive Treasurer are to:**

- receive and pay out all monies belonging to the Association.**
- keep an accurate record of receipts, expenditures, and financial accounts.**
- keep a file of reimbursement receipts, bills, returned checks, and financial statements.**
- write articles for the Cardinal**
- carry on all correspondence of the organization (as concerns finances) as may be delegated by the President.**
- assist in developing the annual budget.**
- present a report at the regular Executive Board Meetings and at the Annual Meeting.**
- aid the President in the execution of any necessary documents that pertain to Association finances.**

**The Ohio Foreign Language Association currently holds two financial accounts with Chase Bank: 1) a checking, 2) a savings. This year I was finally successful in transferring the prior investment account (that was losing money rapidly) to the savings account. The balances are typical for before the annual conference. I also applied for and received a credit card for OFLA. That is being used to pay bills online, pay for goods and services necessary for the meetings/conferences, and for Camp OFLA. The account offers cash back points and so far we have earned \$950.76.**

**Each year a report is filed with the Internal Revenue Service by November 15th due to our status as a 501(c) 3 non-profit organization. An annual report is also filed with the Ohio Attorney General to register as a charitable organization eligible to receive contributions. Our accountant filed for an extension this year, even though I did not request it. Both reports were filed in November.**

**The majority of our 2021-2022 income was generated from membership dues and the 2022 conference in Columbus in July. The expenses have been operating like Zoom, WordPress, WildApricot, Affinipay, insurance, the accountant; memberships to other organizations like JNCL-NCLIS and ACTFL; the 2022 conference; and Camp OFLA.**