

# **Administration Committee Report to the Membership**

## **ElderStudy General Membership Meeting**

**March 19, 2014**

The Administration Committee meets quarterly about 8 days before the Board of Directors Meetings. Since the October General Membership Meeting, the Committee has met twice: on November 26 and on February 25. At both meetings, the Treasurer presented Preliminary Quarterly Financial Reports to the committee members for their review and comment prior to presenting the formal Quarterly Reports to the Board. Board Approved Quarterly Financial Reports are posted on the website and on the Classroom Bulletin Board.

At the November Meeting, the committee learned that the 2012-2013 Annual Audit had been completed and that no deficiencies had been detected. The Committee also considered funding for the 2014-2015 Bachelors of Liberal Studies Scholarship and subsequently recommended awarding of the scholarship to the Board.

At the February Meeting, the Committee was informed that the Federal Tax Return for the year ending Augusts 31 had been properly submitted to the IRS and that the Return had been accepted by the IRS. In addition, the Committee was informed that the funds approved for the BLS Scholarship had been accepted by the University. The Committee also discussed plans for initiating the 2014-2015 Budget Process; more information on this subject will be presented today under New Business.

Respectfully submitted,

John Thompson, Admin Committee Chair