

## AVVA Treasurer Report

October 2017

Since returning from our National Convention in August I have started to prepare for our upcoming Board Meeting in October. At orientation on Thursday I will go over with you on how to fill out a "Request to Travel form" which must be submitted to Sharon and me. On this form your destination and cost to travel should be on this form. After you have returned from your travel I should receive a "Reimbursement form" with the exact costs of your travel and billing codes.

In January the finance committee and I will start preparing budgets, which will be submitted at the April Board meeting. Coding is a very important step in keeping the budgets straight.

I am looking forward to seeing everyone in October.

Kathy Andras

Treasurer