

# HEALTH RECORD ASSOCIATION OF BRITISH COLUMBIA

*Your Leaders in Health Information Management*

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## 2009/10 ANNUAL REPORT

Date of Report: July 28, 2010

Executive Position/Committee Name: Treasurer

Committee Membership: Full Executive Committee

Summary of Activities/Achievements:

- ◆ Transferred signing authority (for banking) and all vendor accounts
- ◆ Processed approximately 280 memberships renewals
- ◆ Worked closely with the Chair, Membership & Credentials Committee regarding membership renewals
- ◆ Maintained spreadsheets for revenue, expenses & Executive budgets
- ◆ Ensured all bills payments and issuing of cheques and bank deposits were processed in timely manner
- ◆ Prepared a new financial report for President (monthly) and Executive group (bimonthly)
- ◆ Completed fiscal (June 1-May 31) year end package for Accountant/Auditor (BDO Dunwoody, Inc)
- ◆ Purchased and installed new financial software, Intuit's QuickBooks (QBs) Pro 2010 and set up our Chart of Accounts (eg. income and expense accounts), vendors and imported customer (membership) lists, services & banking information and designed member email receipts). Sample financial reports have been shared with the Executive.



Respectively submitted,

Shirley Sirkia, CHIM  
Treasurer