Western Australian School Library Association

Treasurer’s Monthly Report – Feb. 2011

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| Date: | February 8 2011 |
| Position : | Treasurer |
| Name: | Val Baird |

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| **No** | **Item** | **Action** |
| 1. | * Bank Statement to January 31 2011 - $23141.42
* Term Deposit to December 6 2010 - $27593.20
	+ I have discussed with the bank the options for increasing the amount of the term deposit, and there are 2 options. During the week of its next maturing – May 6 2011, or setting up another term deposit. Either way, one other (ie Barbara or Mary) will need to attend the bank at that time. In the diary.

I discussed the credit card facility with the bank, and they have sent through documentation – Virtual Terminal, where once we have the credit card numbers, etc we can enter the data online. There will be fees attached to this, and I think we need to monitor. See separate documents. |  |
| 2. | * Judy and I have met and gone through some of the processes required for the effectiveness and efficiency of our roles.
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| 3. | * Payments made to IASL for MMuthiga as per last meeting
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| 4. | * Am organizing for the books to be entered into MYOB. Should be set up in the next week.
 | VB |
| 5. | * PTCWA Renewal for 2011 due. Membership $110 plus PLI $275 – total $385.00.
* EO January payment?
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Val Baird

Treasurer

WASLA

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