



Teacher Education Division

Report of: Treasurer

Date: October 25, 2007

From: Mary Anne Prater, Treasurer
Dept. of Counseling Psychology and Special Education
340 MCKB
Brigham Young University
Provo, UT 84602-5093
(801) 422-1592 (voice)
(801) 422-0198 (fax)
prater@byu.edu

Term: 2006-2007

Goals:

1. Submit 2004 & 2006 tax return
2. Maintain an active Budget and Finance Committee
3. Close Sea Island Bank Accounts
4. Open Bank of America Accounts
5. Work collaboratively with other TED committees that impact budget and finances (e.g., membership, conference advisory, publications)

Accomplishments:

1. Financial record report as of 09/30/07 (see attached)
2. Submitted 2006 tax return
3. Sea Island Bank Accounts closed
4. Bank of America Accounts opened (thanks to Karen Voytecki)
5. 2004 tax information to the accountant

Discussion/Action Items:

1. 2007 financial report
2. 2008 budget
3. Delineating financial roles and responsibilities of Treasurer, Administrative Assistant/Executive Director and TESE Editors.

TED 2007 Approved Budget and Actual Expenditures

Expenses	2007 Budget	Additional Expenditures Approved (04/07 & e-mail¹)	2007 Expenditures to Date (9/30)
Personnel Karen Voytecki (\$12,000) Jane West (\$25,000) CEC Division Mgr (\$4,800) Deborah Colerick (\$4,000) - TESE Joyce Green (\$4,000) - TESE Robert Green (\$5,000) – Web	\$54,800.00	\$5,075.00 (2,400.00) (75.00) ¹ (800.00) (800.00) (1,000.00)	\$47,647.00
Travel	19,000.00		3,652.98
TESE	39,000.00	400.00	16,368.43
Audit and Tax Preparation	1,000.00		50.00
Awards	1,500.00		274.30
CEC Conference (AV, food)	2,000.00		1,532.00
Insurance	500.00		500.00
Postage and Supplies	1,800.00		60.00
Memberships (CCD, IDC)	1,000.00		535.00
TAM	5,000.00		*
Membership Committee	1,000.00		123.32
Discretionary/Contingency Fund (Bank and CEC fees)	600.00		303.14
Total	\$127,200.00	\$5,475.00	\$71,046.17

*was deducted from 2006 conference profits

TED 2007 Projected and Actual Revenue to Date (9/30/07)

Revenue	2007 Projected Revenue	2007 Revenue to Date
Membership Dues	\$54,000.00	\$44,260.00
Royalties	1,000.00	121.56
Subscriptions	24,890.00	15,048.80
2007 TED Conference Profit	50,000.00	0
Total	\$129,890.00	\$59,430.36

TED Account Balances to Date (9/3/07)

Bank	Purpose	Amount
Bank of America	Operating Expenses	\$37,273.78
Bank of America	TESE	17,439.75
Douglas Bank	TESE	23,951.68
CEC Acct.	Personnel & Misc.	32,074.00
Bank of America	Conference	17,692.00
Bank of America	Savings	30,000.00**
Total		\$158,431.21

**plus interest (Deposited 4/6/07 - Annual percentage yield 4.91% - Maturity date 3/6/08)