

The Council for Exceptional Children

Teacher Education Division

Report of: Budget and Finance Committee

Date: April 2004

From: Pam Campbell (*Chair*)
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Term: 2002-2004

The Budget and Finance Committee shall study matters and make recommendations related to the financial affairs of the Division.

Goals:

1. to develop and revise, as necessary, guidelines for the accounting and bookkeeping procedures for funds of the Division, including those related to conferences/conventions;
2. to develop and revise, as necessary, guidelines for providing reimbursements to members for expenses incurred when performing functions of the divisions;
3. to recommend dues increases, as needed;

4. to assist the President-Elect in preparing the annual budget;
5. make recommendations to the Executive Committee regarding fundraising activities; and
6. assume responsibility for other activities pertaining to financial affairs, as assigned by the Executive Committee.

Accomplishments:

1. The Committee completed audits of Financial Reports of the TED 2002 and 2003 Summer Institutes (Vail) and the annual TED 2002 Conference (Savannah).
2. At the Fall 2003 Business Meeting, the Treasurer, with the approval of the Executive Board, recommended an increase in annual TED dues to take effect January 1, 2004. The motion was approved unanimously.
3. Separate checking accounts have been established to enable the Treasurer and TESE editors to manage ongoing operating expenses, as well as TESE revenues and expenses. TED also maintains a Money Market account and collaborates with CEC in the collection of dues and other revenues and in specific disbursements.
4. The Treasurer has collaborated with the President-Elect in preparing the TED 2004-2005 budget to be presented to the membership in April at the annual CEC Conference in New Orleans.

5. The Committee has made recommendations and provided information to the Executive Board, as requested regarding financial issues.
6. The Treasurer has maintained financial records for the Division and established a bookkeeping system to manage the financial responsibilities of the Division.
7. With the assistance of the Executive Board and the Budget and Finance Committee, the Treasurer has reorganized the management and location of TED funds to provide more immediate access to revenues and more timely disbursements.

Action Items:

1. The Budget and Finance Committee will continue to provide information to the Executive Board, as requested.
2. The Budget and Finance Committee will meet in April at the annual 2004 CEC Convention in New Orleans to audit the Financial Report of the 2003 TED Conference (Biloxi) and conduct other business, as requested by the Executive Board.
3. The Treasurer will continue to manage the financial responsibilities of the Division.

4. The Budget and Finance Committee will meet in August at the Summer Institute (Vail) Orleans to conduct business, as requested by the Executive Board.
5. The Budget and Finance Committee will meet in November at the annual 2004 TED Conference in Albuquerque to conduct business, as requested by the Executive Board.