



Teacher Education Division

Report of: Treasurer

Date: March 20, 2006

From: Mary Anne Prater, Treasurer
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Term: 2006-2007

Goals:

1. Maintain a quarterly accounting of income and funds expended.
2. Clarify roles and responsibilities of treasurer and administrative assistant regarding finances.
3. Continue to clarify function of each account (Sea Island Bank (2), Douglas Bank, CEC account).
4. Maintain an active Budget and Finance Committee.
5. Work collaboratively with other TED committees that impact budget and finances (e.g., membership, conference advisory, publications).

Accomplishments:

1. Calculated expenditure and income for 2005.
2. Created a new Budget and Finance Committee.
3. Processed the necessary paperwork for change in signatures of accounts.