



## CALIFORNIA EMERGENCY NURSES ASSOCIATION THE COMMITTEE ACCOUNT REPORT INSTRUCTIONS

Self-funded Committees (Education, Injury Prevention, Pediatrics and Trauma) must submit an Account Report on a quarterly basis. Each committee must have accurate accounting for all income and expenses. The report must be submitted in the specific format. The form is an Excel Spreadsheet and can be filled in by hand or a copy of the spreadsheet can be downloaded from Cal ENA website for those who wish do to their form in the computer.

### Instructions for Use of the COMMITTEE ACCOUNT REPORT FORM :

- ◆ Enter INCOME (revenue & deposits) & expenses (Payments) each month.
- ◆ Send completed report to State Council Treasurer and Accountant Services on a quarterly basis. Report is due on March 31, May 30, September 30 and December 31.
- ◆ **Send report to** State Council Treasurer Louise Hummel: emergencyrnlouise@gmail.com and the State Council Bookkeeper: Kimberly Boyer: kb\_bookkeeping@att.net
- ◆ Beginning balance of Account Report form should match checkbook. **Enter INCOME AND EXPENSES ON A MONTHLY BASIS TO MAINTAIN ACCURACY OF REPORT FORM.**
- ◆ The entries into the report should appear as they are currently entered into your committee checking account register. .
- ◆ COMMITTEE: Click to the right of the field entitled COMMITTEE. A drop down menu will appear, select your committee name from the list.
- ◆ MONTH/YEAR: Click to the right of the field entitled MONTH/YEAR. You are able to enter in free text to this field, i.e. MAY 2010
- ◆ The Description field provides a drop down menu. The list is provided alphabetically with expenses before revenue. **It is not necessary to separate EXPENSES / PAYMENTS from REVENUE entries on the report**
- ◆ Any questions or concerns should be discussed with the current state treasurer sooner rather than later.

### **EXPENSE (PAYMENTS) REPORTING INSTRUCTIONS:**

- ◆ **Ask My Accountant** - any expense that cannot be entered into the above categories. Every effort should be made to fit all expenses into pre-established categories.
- ◆ **Bank Fee**
  - ✓ Fees charged by bank for services (overdrawn account, returned checks etc)
- ◆ **Books, subscriptions, references**
  - ✓ Purchase of materials associated with ENPC, TNCC or Injury Prevention courses/presentation
- ◆ **Chairperson Expense**
  - ✓ Expenses other than PerDiem, travel, etc
- ◆ **Committee/Regional Director – you do not need to use this category**
- ◆ **Conference/Convention/Meetings**
  - ✓ Fees paid to attend, **OTHER THAN** general assembly, national leadership, state council meetings



## **CALIFORNIA EMERGENCY NURSES ASSOCIATION THE COMMITTEE ACCOUNT REPORT INSTRUCTIONS**

- ◆ **Educational Expenses**
  - ✓ Costs associated with presentation of educational programs. This can be room fees, cost of food, brochure printing
- ◆ **Fundraiser Expense**
  - ✓ Money spent for purchases of fund raising items such as clothing, logo wear, gifts for raffle etc.
- ◆ **Grants (indicate specific grant)**
- ◆ **Guest Speaker**
  - ✓ Monies paid to guest speaker – honorarium, travel/hotel expense
- ◆ **Mail Box Rental, Postage, Mailing**
- ◆ **Misc.**
  - ✓ **Use for items not identified in other categories**
- ◆ **Per Diem**
  - ✓ monies presented to committee chair and/or committee members as outlined in committee SOP to attend state council
- ◆ **Printing and Copying**
  - ✓ (Newsletters, brochures, can include professional printing services, cost of paper etc)
- ◆ **Scholarship (Trauma Committee only)**
  - ✓ Monies given to State council to support guest speaker at educational program
- ◆ **State Council Donation**
  - ✓ Trauma and Pediatric Committee Only
- ◆ **State Council Meeting –**
  - ✓ need to indicate which month – cost of travel by committee chairperson and/or committee member to State Council ENA meeting
- ◆ **Supplies –**
  - ✓ used for ENA information, board packets, handouts, etc.
- ◆ **Telephone, Telecommunications**
  - ✓ Website Hosting
- ◆ **Travel to Meetings**

### **INCOME (DEPOSITS) REPORTING INSTRUCTIONS**

- ◆ **Education Income**
  - ✓ Monies earned from educational offerings – committee sponsored education
- ◆ **Fundraiser Income**
  - ✓ Indicate specific type –i.e. selling of pins, mugs, sales of ENA resource materials,
- ◆ **Membership Income:**
  - ✓ National ENPC Assessment: Monies transferred quarterly from State Council
  - ✓ National TNCC Assessment: Monies transferred quarterly from State Council
- ◆ **Misc Revenue**
  - ✓ Indicate specific type