

MEMO

TO: NBTA Branch Treasurers **DATE:** August 16, 2018
FROM: Melinda Cook, Deputy Executive Director
RE: Annual Branch Financial Report

Attached please find a copy of the Branch Financial Report. Please note that the Surplus amount for July 1, 2017 on Report D has been entered for you. This figure has been a source of confusion for some Treasurers in the past. It is hoped that the addition of this information will make the completion of the report easier for our Treasurers.

This report should be completed by the Treasurer responsible for the 2017-2018 year's records. Unfortunately, it cannot be completed until you receive the bank statements to June 30, 2018. Therefore, we are sending this memo to you now, rather than before the end of the previous school year. This tends to be the time of year when our teachers "gear up" for the upcoming year, and when they tie up any loose ends from the previous year. Please note we are requesting to receive the report on or before September 21, 2018.

This Report covers the results of operations for your General Operating accounts only. **Please do not include the EI Rebate funds;** these funds are reported separately.

As well, attached please find a short guide that walks you through the completion of the report line by line. If, however, the guide is insufficient to meet your needs, please contact me by phone: 506-452-1839 or by e-mail: melinda.cook@nbta.ca. I am here to help!

Thank you.

Melinda Cook

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