

## MEMO

**TO:** NBTA Branch Treasurer **DATE:** June 1, 2017  
**FROM:** Melinda Cook, Deputy Executive Director  
**RE:** ANNUAL TREASURER'S REPORT

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Enclosed please find a copy of the Branch Annual Financial Report. Please note that the Surplus amount for July 1, 2016 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 2016-2017 year's records.** Although we have allowed until **September 15** for its completion, an earlier date may be more convenient for you, especially if you are handing over materials to a new Treasurer. It can be completed at any time after you have received your bank statements for June 2016.

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.

If you have any concerns or questions, please contact me by phone: 506-452-1839 or by e-mail: [melinda.cook@nbta.ca](mailto:melinda.cook@nbta.ca). You may also contact Faye Sweezey, the Executive Assistant in the NBTA Finance Department, by e-mail: [faye.sweezey@nbta.ca](mailto:faye.sweezey@nbta.ca) or by phone: 506-452-1739. We are here to help!

Thank you.

Melinda Cook

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