

## 2019-2020 WSSA Committee Progress Report

**Committee Code and Name: F2 - Finance**

**Committee Chair: Phil Banks**

**Committee Members for this year:**

Moses, Adrian	NC	2022
Steffel, Jim	NE	2022
Felix, Joel	W	2020
Vollmer, Kurt	NE	2020
Sprague, Christy	NC	2021
Williams, Marty	NC	2021
Wortman, Sam	NC	2021
Baughman, Todd	S	2022
Post, Angela	S	2022
Boydston, Rick	Ex-off (Past Treasurer)	
Gustafson, Eric	Ex-off (Ex Sec)	
Huckaba, Randy	Ex-off (F5)	
Gast, Roger	Auditor	
Leary, James	Ex-off (W2)	

**Board Coordinator: Treasurer Phil Banks**

**Committee Members Rotating Off:**

Felix, Joel	W	2020
Vollmer, Kurt	NE	2020

**Appropriate Replacements:** Replacements should come from WSWS and Canada.

### 2019 Summary of Activities (through January 31, 2020)

- What are the committee's goals for this year?  
Evaluate current and upcoming financial status and obligations of WSSA, its budget, banking accounts, investments, and its budgetary operations. Make recommendations to the Board regarding expenditures.
- List the committee's accomplishments (through January 31, 2019):  
Quarterly conference calls with our investment advisor, Jeff Holloway, to regularly review General Fund and Endowment investments (April 17, 2019, July 17, 2019, October 16, 2019 and January 15, 2020). These regular contacts with the committee and our investment advisor are valuable and based on these conversations the committee has kept close watch on investment performance. Below is a summary of the committee's actions. Complete minutes from each call are attached.

1. Regarding the funding of innovative projects when WSSA assets exceed \$ 1,500,000
  - a. The asset calculation is the total of the U.S. Bank checking account, the Raymond James General Fund investment account, and the value of any Certificates of Deposit.
  - b. When this total exceeds \$1,500,000 on the last day of April following the annual meeting, a call for proposals will be posted to the WSSA membership (regular and student members) and all WSSA Committees.
  - c. Proposals can be for any amount up to \$100,000 and for any purpose. Proposals should involve something that WSSA currently does not fund and should be innovative in nature.
  - d. There will be no renewal of any proposal submitted but the projects funded can take more than one fiscal year to complete.
  - e. The proposal format will be similar to that used for funding proposals currently used by WSSA.
  - f. More than one proposal can be funded but the total amount funded per proposal cycle cannot exceed \$100,000.
  - g. The WSSA Board of Directors or a committee created by the Board will evaluate all proposals and choose those to fund.
2. For the Hawaii meeting it was proposed a rate of \$475 plus \$175 for WSSA membership. This total, \$650 would be the same as for the Early Bird registration rate at the past New Orleans meeting. After the Early Bird cut-off ends the rate would increase to \$750 and then increase again to \$850 for late registration and walk-in registration. Student rates would be \$125 plus \$50 for membership for a total of \$175. We discussed how to handle WSSA registration since their annual membership is included but is only \$30 per year.
3. The committee recommends that there be a three year cycle for the annual audit such that the internal auditor serving on the Finance Committee, be recognized as a “qualified auditor”, and in conjunction with the Treasurer, issue an audit statement to the WSSA Board of Directors at the annual meeting for two years (see the statement from Roger Gast, current auditor for the Finance Committee) followed by an external audit every third year. This process is to be repeated unless the Board of Directors decides to execute an external audit for due cause. The internal auditor currently is an appointed position on the committee and the committee recommends that this person be someone that has previously served on the Finance Committee or held an office on the Board of Directors with direct knowledge of the finances of the WSSA. These changes will need to be added to the Committee’s Operating Procedures.
4. The committee recommends that a statement in the operating guide be created to warn all committee chairs and Board members to not respond to any requests for information related to payments or bank account information and refer the emails to the Executive Secretary and Treasurer.
5. No formal requests for funding were received by the committee prior to the annual meeting.

WSSA bank accounts as of December 31, 2019 had the following balances:

US Bank = \$ 410,947.47    Short term CD Account=\$ 228,405.69

Balances for the General Fund and the Endowment Fund for 2019 and previous years:

Raymond James Investments

Date	General Fund	YTD	Endowment	YTD
12/31/12	\$832,287	+8.3%	\$338,975	+9.4%
12/31/13	\$949,215	+14.0%	\$376,822	+14.5%
12/31/14	\$1,009,725	+6.4%	\$421,710	+11.9%
12/31/15	\$965,877	-4.3%	\$391,122	-8.6 %
12/31/16	\$1,015,749	+11.5%	\$458,068	+15.6%
12/31/17	\$1,144,504	+12.7%	\$487,379	+6.4%
12/31/18	\$1,107,125	-3.3%	\$455,124	-6.6%
12/31/19	\$1,350,462	+21.9%	\$501,924	+10.3%

The value of the Raymond James accounts had very good increases for 2019. Jeff Holloway, our investment advisor with Raymond James, predicts generally flat to slightly declining returns for 2020 since it is an election year. Also, that unpredictable events, such as the Corona virus may also impact returns.

**Summary of Revenues and Expenses (not including investments) for FY 2019.**

<b>Revenues</b>		<b>Expenses</b>	
Member Dues	\$202,600.00	Programs & Business Office	\$140,668.08
Journal Revenue	\$224,328.00	Journal Expense	\$64,000.00
Special Publications	\$11,750.51	Committees & UG Awards	\$38,328.70
Annual Meeting	\$251,775.00	Annual Meeting	\$217,584.97
Miscellaneous contributions	\$116,817.70	Special Publications	\$4,632.84
Resist Workshop/Summit	\$12,308.67	Newsletter & Website	\$42,369.08
Director of Science Policy	\$37,933.00	Initiatives	\$148,116.56
Other types of income	\$20,000.00		
<b>Total</b>	<b>\$877,512.88</b>	Director of Science Policy	\$163,298.10
		CAST, NCFAR, AIBS & IWSS dues	\$ 9190.00
		Summer Board meeting and Pres. Contingency Fund	\$20,518.88
		<b>Total</b>	<b>\$848,707.21</b>

- What information was posted on the WSSA website? None
- How much funds were requested? How much was spent? None
- What was the impact of the committee activities/accomplishments on the following: membership, publication, policy, legislation, and/or education? Finance committee policy and oversight insures funds for Board and Committee activities.

### **2019 Plan for Committee Activities**

- Other Goals for next year: No new goals.
- Plan of Action: Continue with quarterly calls and review of investment status.

### **Recommendations for Board/Society Action:**

- Funds requested for 2019: None.
- Other requests for the Board: See actions 1, 2 and 3 above.

## WSSA AUDITOR'S REPORT

WSSA Board of Directors:

This report covers the fiscal 2019 reporting period (December 1, 2018 through November 30, 2019) as well as monthly reports for December 2019 and January 2020.

As Audit Chair I have attended most quarterly Finance Committee meetings.

I have reviewed all monthly reports including Raymond James investment statements (CD, Gen. Fund, and Endowment) and associated reconciliation reports, statements of financial position, and US bank statements. Attention was focused on the bank statements and individual transactions. After each monthly review I communicated my findings by email to Phil Banks, WSSA Treasurer.

I have found our Business Manager, Eric Gustafson, to be very helpful and forthcoming in answers all my questions throughout the year.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the WSSA as of November 30, 2019 and the results of its operations and its cash flows for the fiscal year then ended, in accordance with generally accepted accounting principles in the U.S.

Roger Gast

WSSA Audit Chair