

# 2021 House of Delegates

## *Report of the Treasurer*

### **Treasurer's Year End Summary 2020**

Several changes were made this year to the format of financial reporting to the NJAFP Board. The report of the treasurer was modified to include a budget for each line item and a calculation to indicate by how much we are over or under budget. Adjustments were made in staffing and spending to balance the budget.

An audit was conducted by Selden Fox for the year ending 12/31/19, and several recommendations were made by the auditors, including having another individual reconcile NJAFP's bank accounts at the month end, as well as the implementation of an online payment system, and the use of a standardized form for the authorization of payrates. In response to the audit, NJAFP's executive staff will continue approving bill payments, however, a member of the executive staff will also be responsible for the monthly reconciliation of all bank accounts. The accountant will remain responsible for processing and recording all transactions. In addition, NJAFP will revisit the potential use of an automated bill payment system or otherwise standardize the documentation for cash disbursements. A standard form for the authorization of payrates will be developed and used. These changes will be implemented in 2021.

Overall, we end the year \$31,022 in the black, compared to last year when we were \$697,000 in the red. This is, in part due to PPP money. The PPP money allowed/required NJAFP to maintain staff. Several projects were delayed or canceled this year due to the pandemic, resulting in less overall earned revenue than expected. Had the canceled programs been funded as scheduled they'd have covered most, if not all, the deficit by year end. New clients and projects have been added this year which should balance the budget for 2021. The goal for 2021 is to maintain the positive bottom line with the increased revenue or by cutting back on the expenses as needed.

Respectfully submitted,  
Sally Mravcak, MD  
*Treasurer*