

**Email Motion to the Board: Budget report (2018-06-26)**

Bryce Henry makes a motion to change the date that the Treasurer issues NWA's budget report from a fiscal year end to a calendar year, meaning December 31, and have the Bylaws Committee implement the following update (in bold) to the Procedures Manual, Appendix B:

"Treasurer

- Maintains the financial books of the organization
- Pays all bills
- **Prepares annual financial report for the calendar year (January 1 – December 31)**
- **Presents an annual financial report to the membership during the annual meeting**
- **Submits financial statements to the Vice-President/President-Elect for quarterly review.**
- Prepares period financial reports for the Executive Board"

Motion seconded. Roll call vote via email. Motion carries 06/27/2018.