

DIVISION FINANCE



Budget Examples

SUPPORT Division - Proposed Budget

Beginning Balance: Sept 1, 2022

\$13,049.52

Income:	2020 Projected		
	Spring Leadership Registration	\$4,500.00	75 people x \$60
	Summer Conference Registration	\$2,500.00	
	SSS Dues	\$2,500.00	
	Total Income	\$9,500.00	\$9,500.00

Expenses:	2020 Projected	
	Spring Leadership Expenses	
	Lunch & breaks	\$ 2,000.00
	Speakers	\$ 150.00
	Decorations & door prizes	\$400.00
	Total Projected Spring Leadership Expenses	\$ 2,550.00

	Summer Conference Expenses	
	Speakers	\$1,000.00
	Lunch	\$2,000.00
	Door prizes	\$250.00
	Decorations	\$250.00
	Total Projected Summer Conference Expenses	\$3,500.00

	Miscellaneous Expenses (projected)	
	Board gifts	\$400.00
	President's National Dues (ACTE)	\$80.00
	Member of the Year OkACTE Dues	\$30.00
	Promotional Items	\$800.00
	ACTE Registration - Early Bird	\$395.00
		\$1,705.00

	SSS Leadership Expenses	
	Events and graduation luncheon	\$1,400.00

Total Expenses \$ 9,155.00 **\$9,155.00**

Ending Balance **\$13,394.52**

OSTEMA BUDGET 2023-2024 SUMMARY

	BUDGETED	INCOME	EXPENSE	BALANCE	BUDGETED
CONFERENCE	36,350.00	0.00	14,867.00	21,483.00	21,483.00
A. NEW TEACHER CONFERENCE	2,750.00	0.00	0.00	2,750.00	
B. AUGUST CONFERENCE	26,500.00	0.00	14,867.00	11,633.00	
C. MIDWINTER CONFERENCE	7,100.00	0.00	0.00	7,100.00	
I. AWARDS AND RECOGNITION	4,800.00	0.00	1,565.00	3,235.00	3,235.00
II. PROFESSIONAL DEVELOPMENT	20,200.00	0.00	236.24	19,963.76	19,963.76
A. ACTE CONFERENCE	6,000.00	0.00	0.00	6,000.00	
B. REGION IV	1,150.00	0.00	0.00	1,150.00	
C. SPECIAL / TRAINING	7,750.00	0.00	236.24	7,513.76	
D. SCHOLARSHIPS	1,300.00	0.00	0.00	1,300.00	
E. POLICY SEMINAR	4,000.00	0.00	0.00	4,000.00	
V. OPERATING EXPENSES	2,050.00	9.28	0.00	2,059.28	2,050.00
A. COMMUNICATIONS	150.00	0.00	0.00	150.00	
B. PUBLICATIONS	400.00	0.00	0.00	400.00	
C. BANK SERVICES	50.00	9.28	0.00	59.28	
D. TAXES	450.00	0.00	0.00	450.00	
E. MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	
TOTAL BUDGET	63,400.00	9.28	16,668.24	46,741.04	46,731.76

Maintain accurate records of monthly income and expenses

- ✓ Receipts with signatures
- ✓ Minutes from meeting
- ✓ Expense claim form
- ✓ Email from Executive Committee or President

OkACTE STEM Travel Financial Documentation

Section A						
Member		Position				
This Request for Travel is to attend		at (location)				
Date/Time Leaving		City, County, State				
Format mm/dd/yyyy<space>00:00<space>am (or pm)						
Date/Time of Return						
Section B		Section C		Section D		
For	Vendor	Estimated Costs	Confirmation #	Association Card/Check	Reimbursed to Employee	Actual Costs
Airfare						\$0.00
Mileage Reimbursement <small>(attach copy of Travel Summary if applicable)</small>	0					\$0.00
Lodging						\$0.00
Registration Fee(s)						\$0.00
Per Diem (for meals)	0	\$0.00			\$0.00	\$0.00
Number of Quarters	0					\$0.00
Rate per Quarter						\$0.00
# of Provided Meals						\$0.00
Miscellaneous						\$0.00
		\$0.00		\$0.00	\$0.00	\$0.00
Total Paid by Association						\$0.00
Total Due to Member						\$0.00
Section E		Approved (X)	Not Approved (X)	Section F (Print a copy and sign)		

Staples
 2844 NW 63rd St STE A
 Oklahoma City, OK 73116
 405-842-5933

Sale
 Store: 879 Register: 1
 Date: 7/26/23 Time: 10:03 AM
 Transaction: 8304 Cashier: 1984310

Qty	Item	Price	Amount
1	ADHESIVE BADGE W/C 071701308573	26.99	26.99
1	LABELS SHIP LABELW 097043302567	31.99	31.99
1	LABELS SHIP LABELW 097043302567	31.99	31.99
1	LABELS ADDRESS WHIT 071701303202	29.99	29.99
1	LABELS ADDRESS LAB 097043302529	34.99	34.99
1	STNLS STEEL 8 INCH 718103295468	7.99	7.99
Subtotal			163.94
OKLAHOMA 8.625%			14.14
Total			178.08

VISA CREDIT USD\$178.08
 Card No. : XXXXXXXXXXXX0029 [C]
 Chip Read
 Auth No. : 026480
 Mode.: Issuer
 ATD.: A0000000031010
 TVR.: 8000008000
 IAD.: 06011203602000
 TSI.: 6800
 ARC.: 3030

Debra Maga Summit

Give us feedback @ survey.walmart.com
 Thank you! ID #: 75JXY653JRQ

Walmart
 WM Supercenter
 918-259-9126 Mgr. DAVID
 2301 W KENOSHA ST
 BROKEN ARROW OK 74012
 ST# 00472 OP# 009030 TE# 30 TR# 03089

ITEMS SOLD 7
 TC# 8431 2746 2002 0490 6891



SK/SB MX FS	040000347870	F	10.84	X
PLTRS SLT MP	029000018470	F	3.22	T
PLTRS HR MP	029000018480	F	3.22	T
CI MIX 20CT	024100119140	F	9.86	T
28CT CLASIC	028400694330	F	14.98	T
COKE	049000028910	F	7.26	X
GV 24PK DR	078742114330	F	3.48	X
SUBTOTAL			52.86	
TAX1		8.4170 %	4.45	
TOTAL			57.31	
VISA TEND			57.31	
CHANGE DUE			0.00	

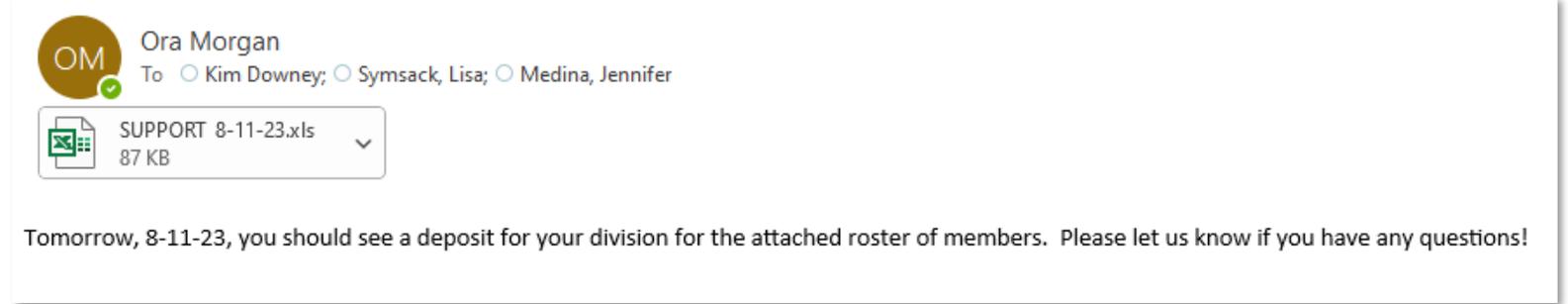
VISA CREDIT- 0029 I 5 APPR#030148
 57.31 TOTAL PURCHASE
 REF # 321200877270
 TRANS ID - 583212034268407
 VALIDATION - H96S
 PAYMENT SERVICE - E
 AID A0000000031010
 TC SEECB65F35CAC390
 TERMINAL # 27122431
 *No Signature Required
 07/30/23 19:57:05

Debra Maga Summit

Walmart
 Become a member today
 Scan for 30-day free trial.

Receiving Dues from OkACTE

- You will receive an email with a roster.
- It will include:
 - The names of the members
 - Last 4 of SSN
 - Date payment was received (Column I)
 - Date payment was deposited (Column M)



Dues Paid By Oklahoma ACTE OkACTE Check No: 20230811 Data Date and Time: 8/10/2023 12:50:43PM

Hannaford	Tracy	7588	thannaf	hannaf	thannaf	Canada	Support	S	2023-07	PM	2023-3	\$65.00	20230811
Long	Michelle	0973	ellelong	mrl6893	longmr@	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Miranda	Christiana	3390	cmiranda		cmirand	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Nieto	Joseph	3635	jnieto	jnieto@	jnieto@	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Putman	Judi	6146	Jputmar	judith.p	judith.p	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Taylor	Alysia	7996	ataylor	aataylor	aataylor	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Womack	Christa	1018	Christa	cwomac	cwomac	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Ritz	Kelsey	0159	kelsey.r	kelsey.r	kelsey.r	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Bickell	Bethany	8937	bbickell	artistic.	bethany	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Jones	Carmen	2690	Jones26	carj40@	cjones@	OkACTE	Support	S	2023-07	check #16073		\$65.00	20230811
Burggraf	Kelley	5622	kby1159	kburggr	kburggr	Northwe	Support	S	2023-07	PM	2023-20	\$15.00	20230811
Kriegh	Jessica	4439	Kriegh4	jkriegh@	jkriegh@	Northwe	Support	S	2023-07	PM	2023-20	\$15.00	20230811
Waggoner	Brenda	2538	BWaggoner	bjparkin	bwaggoner	Northwe	Support	S	2023-07	PM	2023-20	\$15.00	20230811
Cochran	Cassie	2368	cassiec		cassiec	Gordon	Support	S	2023-07	PM	2023-8	\$15.00	20230811
Hightower	Beverly	8031	beverlyh	beverly-	beverlyh	Gordon	Support	S	2023-07	PM	2023-8	\$15.00	20230811
Roberts	Joseph	9150	jrob193	roberts3	keithr@	Gordon	Support	S	2023-07	PM	2023-8	\$15.00	20230811
Williams	Julie	4114	William	julielynr	juliew@	Gordon	Support	S	2023-07	PM	2023-8	\$15.00	20230811
Nail	Karen	6082	knail	knail@s	knail@s	Souther	Support	S	2023-07	PM	2023-27	\$15.00	20230811
Clark	Jillian	9752	jclark	jclark@	jclark@	Souther	Support	S	2023-07	PM	2023-27	\$65.00	20230811
Green	Christie	6532	christie.	cgreen@	cgreen@	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Jantz	Susanne	4189	SJANTZ	sjantz@	sjantz@	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811
Maib	Laurie	0051	lmaiberr	laurie.m	laurie.m	Canada	Support	S	2023-07	PM	2023-3	\$15.00	20230811

Bank Reconciliation

- Reconcile the account monthly.
- Print a copy of the Bank Statement for monthly documentation.
- Attach monthly activity – receipts with check stubs, invoices, etc.
- Reconcile the account marking all cleared items in the register.



1601 Northwest Expressway, Suite 100
Oklahoma City, OK 73108

RETURN SERVICE REQUESTED

OKLAHOMA ASSOCIATION OF
TECHNOLOGY CENTERS INC
2801 N LINCOLN BLVD STE 130
OKLAHOMA CITY OK 73105-4203

Statement Ending 02/28/2022

OKLAHOMA ASSOCIATION OF
Customer Number: XXXXX9928 Page 1 of 4

Managing Your Accounts

	Office Name	Valliance Bank
	Phone Number	(405)286 5700
	Mailing Address	1601 NW Expressway Oklahoma City, OK 73118
	Online Access	www.vbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON PROFIT CHECKING	XXXXX9928	\$27,694.95

NON PROFIT CHECKING-XXXXX9928

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
02/01/2022	Beginning Balance	\$26,507.25	Annual Percentage Yield Earned	0.13%
	2 Credit(s) This Period	\$1,502.70	Interest Days	28
	2 Debit(s) This Period	\$315.00	Interest Earned	\$2.70
02/28/2022	Ending Balance	\$27,694.95	Interest Paid This Period	\$2.70
			Interest Paid Year-to-Date	\$5.67
			Average Available Balance	\$27,075.10

Deposits		Amount
Date	Description	
02/15/2022	REMOTE DEPOSIT	\$1,500.00

Other Credits		Amount
Date	Description	
02/28/2022	INTEREST	\$2.70

Other Debits		Amount
Date	Description	
02/28/2022	ACH ORIGINATION	\$15.00

Checks Cleared		
Check Nbr	Date	Amount
10248	02/17/2022	\$300.00

* Indicates skipped check number

Financial Reports

- Prepare a monthly/quarterly Financial Report/Statement of Condition.
- This will be a year-to-date report that you add to each time based on your fiscal year.
- Submit Financial Report to membership annually or more often if you have a business meeting within the year.



Support Staff Division Statement of Condition/Financial Report 10-July-2023

Beginning Balance: 1 March 2023	\$ 33,380.11
Revenue:	
Membership dues/ Summit Registration (since 30 Sept 22)	\$ 1,040.00
Spring Leadership registration - checks	\$ 5,855.00
	\$ 6,895.00
Expenses:	
Spring Leadership Speakers	\$ 140.00
Connie Lewis - Spring Leadership gift cards	\$ 700.00
Lisa Symsack - President Policy Seminar	\$ 1,500.00
Enid Axe	\$ 750.00
Autry Tech - Spring Leadership	\$ 2,510.87
Jennifer Medina - Admin Day Gift Card	\$ 50.00
Photo booth Spring Leadership	\$ 75.00
Advisor Summit Registration	\$ 140.00
Executive Meeting Lunch	\$ 253.53
Total Expenditures	\$ 6,119.40
Cash Balance as of 10 July 2023	\$ 34,155.71

Filing Tax Return

- ✓ Form 990 must be filed by the 15th of the month, 5 months after end of the fiscal year.
- ✓ (June 30 – Nov 15th)
- ✓ If gross receipts are under \$200,000, then use form 990-EZ.

Items for Form 990 to be given to preparer:

- Bank Statements
- Membership list
- Officer List
- Copy of check register
- Receipts and deposits
- Meeting minutes
- CD account statements

Form **990** **Return of Organization Exempt From Income Tax** OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Department of the Treasury Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

2022
Open to Public Inspection

A For the 2022 calendar year, or tax year beginning , 2022, and ending , 20

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
 Doing business as
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
 City or town, state or province, country, and ZIP or foreign postal code

D Employer identification number

E Telephone number

G Gross receipts \$

F Name and address of principal officer:

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. See instructions.

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website:

K Form of organization: Corporation Trust Association Other

L Year of formation:

M State of legal domicile:

Part I Summary

1 Briefly describe the organization's mission or most significant activities:

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3
4 Number of independent voting members of the governing body (Part VI, line 1b)	4
5 Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5
6 Total number of volunteers (estimate if necessary)	6
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a
7b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)		
9 Program service revenue (Part VIII, line 2g)		
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
14 Benefits paid to or for members (Part IX, column (A), line 4)		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25)		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)		
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12		

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)		
21 Total liabilities (Part X, line 26)		
22 Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is

Annual Financial Review Checklist

- ✓ Monthly Bank Statements
- ✓ Copy of Check Register
- ✓ Invoices (including credit card statements with receipts, and expense claims)
- ✓ Deposits
- ✓ Copies of Financial Reports
- ✓ Meeting minutes
- ✓ Bylaws
- ✓ Form 990 tax form receipt

2026 Financial Review

- Items Due April 15, 2026