



August 18, 2018

Treasurer's Agent  
Board of Trustees Meeting Report  
Summer Board Meeting

As treasurer's agent for Washington State Society of Medical Assistants, I have been responsible for monitoring all accounts related to our society. During the period covered by this report those accounts have included:

- WSSMA operational account
- Nancy Fortin Scholarship Fund, money market account
- Doris Stansell Memorial Leadership Fund
- Conference 2018, Skagit/Island & Snohomish Chapters

The statements for each of these accounts come directly to me each month from the bank holding the account. The appropriate treasurers are to send me a copy of the register for each account on a monthly basis. I reconcile the accounts and upon finding the accounts to be in order forward the original statements to the treasurers and maintain a file of copies of all statements and registers.

At the time of this report, all accounts have been balanced to the most recent statements covering through June 30, 2018. All accounts appear to be in order. All accounts will be reconciled to the statements covering through July 31, 2018 upon receipt of the bank statements which will be approximately August 7 or 8, 2018.

Diane L. Goracke, CMA(AAMA), CMT-R  
WSSMA Treasurer's Agent