



ARMA Calgary Chapter is an official chapter of ARMA International, a not-for-profit professional association and authority on managing records and information

ARMA Calgary Chapter Treasurer Annual Report July 1 2010 – June 30 2011

Activities Completed:

- Moneris registration completed. This vendor enables us to receive payment by credit card for ARMA Chapter meetings and educational sessions.
- Procedure for billing vendors and giving receipts for sponsorship

Activities Planned:

- I have completed two years as Treasurer so my term is over. I will hand over this position to another willing person and mentor that person on the various activities required of the Treasurer.

Respectfully submitted by Margaret Russell CRM





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Association of Records Managers & Administrators - Calgary
Balance Sheet
As of June 30, 2010

	2010	2009
Assets		
Cash & Investments		
Royal trust account	\$ 26,023.18	\$ 32,384.50
Investments	19,268.30	19,243.83
	45,291.48	51,628.33
Other current assets		
Accounts receivable	18.89	4,502.95
Deposits	500.00	500.00
	518.89	5,002.95
Total assets	45,810.37	56,631.28
Liabilities & equity		
Liabilities		
Accounts payable	590.00	4,382.96
GST payable	53.49	32.44
	643.49	4,415.40
Equity		
Opening equity	52,215.88	57,748.48
Current surplus/(deficit)	(7,049.00)	(5,532.60)
	45,166.88	52,215.88
Total liabilities & equity	45,810.37	56,631.28

Treasurer _____

Chairperson _____

