



## GM & Treasurers Report February 2019

Checking Account balance as of January 31, 2019 -\$426,654.01

Savings Account balance as of January 31, 2019 - \$244,000.00

1. 2018 Financials finished and dropped off @ Bevan and Partners.
2. Payroll Records sent to Bevan and T4's have been completed.
3. ATB required paperwork for their records; it has been delivered and just need 4 board signatures. They questioned me on the legal name of ASCA....
4. June to December Levy Payments have started coming in.
5. Brad and I have been working on the SR&ED tax forms; this year will take longer to get all the right information documented, but after this it will be easier. The forms require explanations of the research, purpose to the Commission, final proposed outcomes, details of who is all involved in the project, costs, etc.
6. I have been working on a document containing all of the roles and responsibilities I feel are relevant to the GM position. It is an explanation that I hope if someone new had to step into the job, would give them a good overview. It has been evolving over the last 8-12 months and I plan on emailing it for board reading and input.
7. Marketing Council and Regulations Deadlines
8. I would like to hire Jay Porter previously of CNL in Brooks to professionally clean up the old computer and be finished with it. Or any other suggestions of people/companies that you would like to use.
9. I have emailed past sponsors with requests for continued sponsorship to ASCA and hope to hear back from most/all before the Spring Meeting.