

ATOS ANNUAL COMMITTEE/OFFICER ACTIVITY REPORT FORM (2013)

Name of Activity: Treasurer

Committee Chair/Officer Name: Michael Hutcherson

Date of Report: June 6, 2013

1. Actions completed since the 2012 Annual Meeting:

- Membership renewals are now done on a bi-monthly basis rather than a quarterly basis to better balance out cash flow.
- Membership renewals mailed in are now processed by bank's Lock Box service to meet CPA audit standards
- MarketPlace mail in orders are now processed by bank's Lock Box service to meet CPA audit standards
- Membership renewal forms are now included in Journal mailings to reduce the cost of membership processing.
- Outside accountant has been engaged to aid in financial record keeping and custom report generations.
- All financial data is now backed-up using Carbonite services in addition to the data services provided by our CPA firm. While the CPA firm's service was free and effective, it did not back-up all of our files on the Treasurer's computer that was needed. All membership data is now also backed-up by Carbonite services for a full back-up to replace the cloud back-up service that was in use last year. The cloud service did not offer a full back-up which was evident when the membership computer crashed and had to be replaced.
- Review and renew Liability and D&O insurance coverage.
- Review and monitor costs associated by credit card services and adjust as necessary.
- Establish credit card services for use by the 2013 Atlanta National Convention.
- Establish credit card services for use of the "Record Room" of the 2013 Atlanta National Convention.
- Establish banking services to be used by the 2013 Atlanta National Convention.

2. Actions begun but incomplete since the 2012 Annual Meeting:

- E-Commerce work was begun on the ATOS web site for Membership and MarketPlace to bring payment processing into compliance with CPA audit standards.
- After evaluating the cost effectiveness of using the bank's Lock Box service for MarketPlace transactions based on the number of transactions, it has been determined to terminate Lock Box service for MarketPlace and direct orders to be placed online using the ATOS web site. The mailing address for MarketPlace is being changed back to Rob Vastine's Oregon mailing address. This will take until September 2013 to accomplish.
- CPA firm (Brown, Nelms & Co., P.C.) has been engaged to do financial review after fiscal year 2013 financial transactions have been completed. A financial review is now done every third year and replaces the Membership Good Faith Audit for this fiscal year.
- Review of payment processing costs for Membership and MarketPlace to reduce costs while maintaining transactions within approved CPA audit guidelines.

3. Goals to be reached by the 2014 Annual Meeting:

- Complete the E-Commerce project and implement it on the ATOS web site.
- Complete CPA financial review of ATOS's 2013 fiscal year.
- Upgrade QuickBooks financial software to newest version.
- File necessary tax returns for 2013 fiscal year and complete all state and federal financial reporting due.

4. Amount budgeted for your committee:

Treasurer:	\$2,280.00
Administrative Accounting:	\$8,000.00 *
Bank Fees:	\$8,000.00 *
Insurance:	\$3,000.00 *

*These areas while not listed specifically under the Treasurer in the 2013 budget are administered by him.

Amount expended by your committee:

Treasurer:	\$ 789.91
Administrative Accounting:	\$4,866.25
Bank Fees:	\$5,651.57
Insurance:	\$ 903.00

5. Comments: Bank fees are the costs derived from the bank Lock Box service fees. Using Lock Box services is the cheapest way to meet CPA audit requirements that all payments be processed under "dual control," that is two people receiving and processing all payments to our bank account. Without this process, ATOS would automatically be ineligible for some grant programs, foundation gifts, and some personal estate gifts while receiving an "Unsatisfactory" audit by a CPA.