

## ATOS ANNUAL MEETING COMMITTEE/OFFICER ACTIVITY REPORT FORM (2014)

**Name of Activity: Treasurer**

**Committee Chair/Officer Name: Michael Hutcherson**

**Date of Report: 6/17/14**

### **Actions completed since the 2013 Annual Meeting:**

- \* Working with IT Manager Greg Bellamy and Membership Sect. Donna Parker, ATOS Website membership system implemented. MarketPlace mailing address changed from LockBox to MarketPlace Director.
- \* LockBox service for MarketPlace discontinued due to low volume of transactions and cost of service.
- \* Bookkeeping assistance (NS Accounting Services) hired to aid in posting QuickBooks transactions, reconciling accounts, and creating custom reports.
- \* CPA Financial Review completed November, 2013.
- \* Updated W-9 forms and issued 1099 forms
- \* Set up merchant credit card processing for Indiana 2014 convention.
- \* Updated security requirements for merchant credit card processing.
- \* Completed and filed US Tax Return, California Tax Return, State of Georgia Non-Profit Corporation Operation Notice, State of California Non-Profit Registration
- \* Restructured process for handling Endowment Grant payments.
- \* Working with Membership Sect. Donna Parker and Mike Bryant, Membership computer software updated to generate more accurate reports and make system more user friendly.
- \* Membership brochures redesigned to be used only for check/money order payments by mail to LockBox. Credit card transactions allowed only on ATOS website.
- \* Membership renewal forms sent out in Theatre Journal redesigned so that only checks/money orders used for mail in payments to LockBox effective with Sept/Oct 2014 journal. Credit card transactions allowed only on ATOS website.
- \* George Wright Fund investment changed from bond (bond called by issuer) to managed Synovus Financial investment account.

### **2. Actions begun but incomplete since the 2013 Annual Meeting:**

- \* Working with IT Manager Greg Bellamy, E-Commerce Platform for MarketPlace has been in development stages.
- \* Our Financial Advisor, Mike Butler, moved from Synovus Financial Services to Amerprise Financial Services in August 2013. A new Financial Advisor was assigned to us at Synovus Financial. Plan to move relationship back to Mike Butler due to his extensive knowledge in handling Non-Profits and more advanced electronic services available at Amerprise Financial.

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

- \* Completion of E-Commerce Platform for MarketPlace
- \* Redesign of New Member/Renewal section on the ATOS website to accept only credit card payments. Mail in membership form available on web site redesigned to be used only for mail in check/money order payments.

**4. Amount budgeted for your committee: \$27,680**

**Amount expended by your committee: \$19,925.24**

**5. Comments: None**