

ATOS MID-YEAR COMMITTEE/OFFICER ACTIVITY REPORT FORM (2014)

Name of Activity:Treasurer

Committee Chair/Officer Name: Michael Hutcherson

Date of Report:2/17/14

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.
- * Working with Membership Sect. Donna Parker, new membership renewal process using inserts in Journal implemented.
- * Bookkeeping assistance (NS Accounting Services) hired to aid in posting QuickBook 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.

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.
- * Encouragement for members to use ATOS website renewal system rather than LockBox mail-in system to decrease membership processing costs.
- * Working with Membership Sect. Donna Parker and Mike Bryant, Membership computer software being updated to generate more accurate reports and make system more user friendly.

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

- * Completion of E-Commerce Platform for MarketPlace
- * Our Financial Advisor, Mike Butler, moved from Synovus Financial Services to Amerprise Financial Services in August 2013. A new Financial Advisor was assigned 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.

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

Amount expended by your committee: \$16,752.68

5. Comments: None