

**ATOS COMMITTEE/TASK FORCE/OFFICER ACTIVITY REPORT FORM MID-YEAR MEETING (2013)**

Name of Activity: Treasurer  
(Please fill out separate form for each activity.)

Committee Chair/Task Force Chair/Officer Name: Michael Hutcherson

Date of Report: January 17, 2013

**1. Actions completed since the 2012 Annual Meeting: (Please bullet actions completed.)**

- Updated ATOS Membership Brochure to use Lock Box processing for payments
- Updated ATOS Web Site Membership Forms and MarketPlace Order Form to use Lock Box processing for payments
- Updated MarketPlace Order Form in Theatre Organ Journal to use Lock Box processing for payments
- Activated Lock Box payment processing system with Bank of North Georgia to handle Membership and MarketPlace payments
- Redesigned Membership Renewal Forms to utilize Lock Box payment processing system. Changed from quarterly billing cycle to bi-monthly billing cycle for membership renewals. Changed from individual mailings of Membership Renewal Forms to include them in Journal mailings to save postage and printing costs.
- Completed and filed US Tax Return, California Tax Return, State of Georgia Non-Profit Corporation Operation Notice, State of California Non-Profit Registration
- Updated security requirements for merchant credit card processing
- Set up merchant credit card processing for Atlanta Convention
- Set up Business Banking Account and Online Banking for Atlanta Convention
- Updated W-9 forms and issued 1099 forms
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**2. Actions begun but incomplete since the 2012 Annual Meeting: (Please bullet actions begun.)**

- Engage local accounting service experienced in Non-Profits to develop custom accounting reports, manage accounting software, produce 1099 forms, issue payments for approved bills, post Lock Box transactions to accounting software, reconcile statements.
- Complete E-Commerce update to Web Site

**3. Goals to be reached by the 2013 Annual Meeting: (Please bullet goals.)**

- Transition Web Site online payments to Lock Box processing.
- Prepare for CPA audit.

**4. Amount budgeted for your committee: \_ \$ 2,280.00 \_\_\_\_\_**

**Amount expended by your committee: \_ \$ 295.70 \_\_\_\_\_**

**5. Comments: (Any bulleted special notations, problems, or suggestions should be included here.)**

- None