

Treasurer's Report

TO: ATOS Board Members

DATE: February 6, 2016 Mid-Year Board Meeting

FROM: Lee Lanier

The current fiscal year has brought many changes to how the treasurer's office operates. These changes include:

- Outsourcing general bookkeeping, accounts payable, tax accounting and reporting, to a Certified Accounting firm. This fundamentally changes the job of treasurer from that of a bookkeeper to an analyst. The firm, Jitasa, of Boise, ID specializes in non-profits such as ours and provides their services at a lower cost than the salary we paid to an independent bookkeeper.
- Simplifying credit card acceptance by switching to PayPal. In addition to lower overall costs, this eliminates four vendors related to credit card processing. It also enables us to provide low cost credit card acceptance for convention record shops, convention registration, ATOS Marketplace, membership dues payments, donations, and Journal ad payments.
- Assuming national convention treasury and registrar functions on a co-operative basis with the local host chapter. This eliminates "reinventing the wheel" every year with new credit card payment processing and the RegOnline convention registration service. This creates a permanent convention registration infrastructure easily transferred to each convention.
- Making several functions formerly performed by the treasurer part of the operations manager position. These include insurance and legal issues and developing new payroll procedures for salaried employees.

A number of ideas are being considered to lower overall administrative costs. These include:

- Changing the way membership and Journal circulation is handled. These possibilities include outsourcing circulation to a magazine circulation company; enhancing the ATOS website to automatically interface with the membership database; or continuing membership processing in-house using new commercial membership processing software. All of these are under consideration.
- Improving the website so that a maximum number of members can do all their basic membership functions from the website using credit cards. The goal, even though it's not entirely possible, is to eliminate paper checks as payments due to the high processing costs.

General administrative costs for the organization are relatively high and any and all ways of reducing these costs are being explored.