

ATOS 2015 ANNUAL MEETING COMMITTEE/OFFICER ACTIVITY REPORT FORM (2015)

Name of Activity: Treasurer

Committee Chair/Officer Name: Michael Hutcherson

Date of Report: June 15, 2015

1. Actions completed since the 2015 Mid-Year Meeting:

- * Revised 2014-2015 Budget in January 2015 to further reduce operating deficit.
- * Credit card processing set up for 2015 Convention Registration and Music Shop.
- * Computer based QuickBooks converted to On-Line QuickBooks to facilitate item booking by outside accounting help.
- * Membership payment processing automation completed using Bank LockBox, upgraded Membership software and ATOS web site credit card payment system.
- * Credit card payments redirected from Bank LockBox to ATOS web site to reduce processing costs.
- * 1099's completed and mailed to vendors and IRS.

2. Actions begun but incomplete since the 2015 Mid-Year Meeting:

- * New position of Financial Administrator established as recommended by 2014 ATOS Retreat and Norma Smith selected to fill position beginning September 1, 2015.
- * Meetings started with Financial Transition Team to find Treasurer replacement by July 1, 2015.
- * Proposed 2015-2016 Budget created and being reviewed for adoption at 2015 Annual Meeting
- * Transition to new Treasurer and Financial Administrator
- * MarketPlace conversion to ATOS Web Site Ordering System begun.
- * Recommendation to move ATOS investments from Synovus Financial to Amerprise to have access to more automated investment system and re-establish Mike Butler (former Synovus Financial Advisor) as Financial Advisor.
- * Upgrade of accounting software from QuickBooks to Peachtree Accounting (Sage) due to errors encountered with on-line QuickBooks and the lack of technical support to fully support the software which has become user unfriendly.

3. Goals to be reached by the 2016 Mid-Year Meeting:

- * Complete transition of old Treasurer position to new Financial Administrator position and revised Treasurer position.
- * Transfer all accounts and all account administration to newly hired Financial Administrator, Treasurer, Chairman of the Board.

4. Amount budgeted for your committee:

Amount expended by your committee:

5. Comments: None

6. Please provide a three-bullet summary of your committee/task force/officer activities since the 2015 Mid Year Meeting. These will be included in the minutes of the annual meeting.

- * Begin transition to new Financial Administrator and revised Treasurer as outlined by 2014 ATOS Retreat.
- * Complete automation of payment processing systems for Membership.
- * Begin on-line automated ordering system for MarketPlace and automated payment system for Theatre Organ ads.

