

Treasurer Report
Board Meeting 6/3/15

• **Update – Bank Accounts, PayPal, New Books**

1. On May 20, 2015, Mr. Adrian Adams (Interim Administrator/Director assigned by prior board) was removed as an authorized signature on all existing bank accounts. The five officers were added as approved signers (Shanna Robb – President, Byron Ely – Vice President, Erin O’Neill – Vice President, Veda Roubideaux – Secretary and Delanne Marcussen – Treasurer).
2. The board opened a new general account and transferred all of the funds from the old general account except \$4K. This money was left in the old general account to cover any outstanding checks without going under the \$3K minimum called out for this type of account.
3. Once the old account has been finally reconciled and reviewed, the remaining funds in the old account will be transferred into the new account. This allows the new board the ability to move forward with general Art Alliance Business, while not comingling with any old business, and keeps all future financial records very clean.
4. Balances on all Art Alliance of Idyllwild BBVA accounts as of June 1st are as follows:

\$4,000.00 – Original General Account established 9/13/06
\$6,000.68 – Preferred Money Market Account established 3/9/15
\$4,508.53 – Preferred Money Market Account established 3/9/15
\$4,000.45 – Preferred Money Market Account established 3/9/15
\$7,774.33 – New General Account established 5/20/15

The three Money Market accounts were opened March 9th, 2015, and have a 6 month maturity. Once all three money market accounts have matured, the board will make a decision to either combine, close or transfer money to the new operating account. (Note: This was not done immediately because there was a \$25.00 penalty to close any of the new money market accounts opened by the previous board.)

The prior board used Debit Cards. The current board will NOT be using any Debit Cards, and BBVA stated that all previous Debit Cards had been destroyed or made invalid.

5. PayPal has now had all prior boards names removed and replaced with new existing board information and linked to new general account.

6. A new set of books is being created in QuickBooks as of January 1st, 2015 and the previous set of books will be turned over to the new EA or CPA for filing of taxes.
7. While there had been discussion of having a \$500 minimum on checks requiring two signatures, the new officers decided to implement a new approval process for any monies disbursed, which would require two signatures for all checks (with exception of Verizon and other reoccurring bills, as previously recommended by Mr. Adams). New forms for any checks or disbursements from any bank accounts were designed, as outlined in the "Forms" section listed below.

• **Invoice Approval Process**

1. Veda, AAI Secretary, will pick up and sort mail. Invoices will be delivered to Shanna or Event/Project Chair. If Veda is gone for an extended period, Shanna will temporarily retrieve the mail. If an Event or Project Chair gets an invoice, if pre-approved, they will attach an "Approval to Pay Form" with their signature and get a board member to sign as the 2nd approver.
2. Shanna will review incoming invoices not going to an Event /Project Chair and, if approved, attach a signed "Approval to Pay" form to each invoice. (Note: Event or Project Chairs will be first line for approval. Estimated budgets and written quotes will become standard procedure.)
3. Shanna will mail approved invoices to Del once a week. Event or Project Chairs may also forward signed approvals, etc. to Del for payment. Upon receipt, if there aren't two signatures of approval on an invoice, Del will get a second signature from Byron and enter into QuickBooks for payment.
4. Twice a month checks will be created from the accounts payable in QuickBooks and returned to the board for two signatures and mailing. Exceptions will be voted upon by board.

Note: When the mail was initially retrieved by the new board, two accounts were found to be past due – Verizon and Town Crier. Because both bills were seriously past due, Del was given written permission via e-mail by two officers to create the checks, sign and mail herself. One check was to Idyllwild Town Crier (check #100006) for \$538.10 and the second check was to Verizon (check #100007) for \$72.62.

• **NEW Financial Forms (All require two signatures and support documentation)**

1. Approval to Pay Form (to be attached to all invoices)
2. Expense Reimbursement Form
3. Check Request for Event/Project Form
4. Petty Cash / Sales Tracking Form (to be used at all events)

- **BBVA Promotion (Free Promotion Through BBVA)**

This is a promotion that the AAI can share with members and community supporters. Cost to participate is zero to the AAI and zero to members. Does the board want to approve promoting this in upcoming newsletter and/or on AAI Website under a “Ways to Support” tab?

1. Apply for a new qualifying BBVA Compass consumer checking account and ask your banker to apply your organization’s code to the account. i.e. Art Alliance of Idyllwild Complete five qualifying transactions within sixty days and BBVA Compass will deposit a \$50.00 royalty payment into your organization’s account.
2. Apply for a BBVA Compass Check Card. BBVA Compass will deposit royalty payments equal to 25% of the amount of every signature-based qualifying purchase you make with your card into your organization’s account.
3. If you already bank with BBVA Compass simply tell you banker to update your account to include your organization’s code. You can also do this by calling 1-800-COMPASS.

- **CPA/2014 Taxes and Form 990**

While the incoming board was led to believe that the 2014 taxes and appropriate forms had been prepared and filed before the May 16th meeting, it appears that the taxes were not filed as outlined in the previous board minutes dated April 2015. It also appears that Mr. Adams, interim Administrator/Director, had not filed a tax extension. We are in the process of hiring a new EA or CPA.