

Treasurer Report – 4/15/17

Prepared by Shanna Robb, Treasurer

Snapshot

- Waiting for completed 2016 taxes to be returned from Enrolled Agent.
- Have requested quote from Samantha Hallburn, local bookkeeper, to handle financial books on a monthly basis for the AAI. Would still need to have a Treasurer on the board that is a volunteer.

Volunteer Hours:

- Estimated volunteer hours from February 25th – March 18th for those present at March board meeting was not captured.

Balance Sheet

- **Bank Balance:** \$24,651.93 (\$14,522.83 in Money Market and \$10,129.10 in Checking Account.)

Income Highlights

- **Total YTD Income:** \$8,614.45
 - **YTD Membership:** \$4,680.00

Expense Highlights

- **Total YTD Expenses:** \$14,300.97
 - **Storage:** Paid in full through 6/16/2017
 - **Insurance (Dino & Liability):** Paid in full through 4/5/2018
 - **Website (Wild Apricot):** Paid in full through 4/26/2018
 - **Domains (GoDaddy):** Paid 3 years artinidyllwild.org and 3 years artinidyllwild.net

Other:

- Put on hold purchasing large erasable check until after get new board seated.
- Agent for Service of Process will need to be changed, along with many other items (e.g. passwords, access levels, bank resolution, etc) once new treasurer is identified.

Discussion Topics

- **AAI Mail PO Box Key:** We have two keys for the PO Box. Per our Operation's Manual and the Attorney General's Guide for Charities, to ensure separation of duties, mail is not to be picked up by the treasurer. Rob has a key to the PO Box and we also need someone else to have key. Need to identify one primary person responsible for handing mail over weekly to the treasurer and also another person as backup for picking up mail.
- **Bank Resolution:** With the departure of Zack and Jacque, both signees of checks, we are left with Shanna and Rob as signees. Need to discuss changing bank resolution.
- **New Treasurer - As of May 15th:** In order to give opportunity for others to step into a leadership position with the AAI, I emailed my resignation to the board dated March 29th. Resignations would be effective May 15th, 2017. I have offered to help with the books after my May 15th resignation until the end of 2017, as long as there is a Treasurer seated on the board. Even if a bookkeeper is contracted to handle the books, there needs to be a Treasurer seated on the board. Need to identify new treasurer.
- **Donation Recommendation:** An email was sent out on April 5th to the board describing status of operational costs YTD, which shows many annual bills already paid in full (see expenses above). Proposed donating award money to Idyllwild Arts Academy for upcoming awards ceremony with guidelines outlined by board (e.g. Idyllwild student, returning student, visual arts, etc.). Other options include donating to 2017 Summer Concert Program, key students mentioned in recent Town Crier articles, or directly to Boys & Girls Club (for art supplies). Would like to discuss.
 - Creative Writing, Dance, Film/Digital Media / Fashion Design / Music / Theatre - \$750 each
 - Visual Arts \$1,500