

Treasurer Report – 5/18/17 final

Prepared by Shanna Robb

Snapshot

- 2016 Taxes have been completed and were mailed via certified mail on 5/12/17. Hardcopy of taxes will be handed over to Peter Szabadi, new Treasurer, during next training session.
- Samantha Hallburn, contractor who will be taking over QuickBooks, asked that I contact her mid-June to set up meeting with her and Peter to hand over the books. Meanwhile, I will continue doing the books and training Peter.
- In addition to handing over manuals designed to give the board tools to running the organization at the April 22nd board meeting, I led a 2-1/2 hour training on April 28th. I have also spent one-one-one training with Rob, Aaron, Desert, and Peter. Other than some random ongoing training with Desert and Peter over the next month, as of date (including email coaching), the board has received ample training and training tools both as a group and individually.
- Per my request, Aaron has removed me as a FaceBook administrator. I also suggested on May 15th that the gmail password be changed.
- Bank resolution was completed with new signees cards now on file – Peter, Rob, Desert, Lorel.
- The following individuals have received and signed off items related to the running of the organization – Rob, Peter, and Desert. Rob was given the iPhone 7 and bulletin board keys. Final documents, including computer and petty cash, will be handed over to Peter after meeting with Samantha. After I meet with Samantha, I will request being removed from Administration access to the AAI website. Peter will oversee changing all passwords on accounts.
- Peter will be creating all future treasurer reports and has been asked to change the Process of Server. I plan to meet with Peter two more times to help with month-end bank reconciliations.

Balance Sheet

- **Bank Balance:** \$15,795.02 (\$7,523.45 in Money Market and \$8,271.57 in Checking Account.)
 - Transferred \$7,000 from MM to Checking Account on 4/19/17.

Income Highlights

- **Total YTD Income:** \$9,868.14 (Peter has YTD P&L Summary)

Expense Highlights

- **Total YTD Expenses:** \$24,367.57 (Peter has YTD P&L Summary)

Other

- **Kaleiscope Show:** Detailed breakdown of art show was emailed to all board members on May 15th. Total number of participants was 49 with 74 art entries. Sold a total of 8 pieces equating to \$1,505. Checks have been issued to those who sold artwork and W-9's have been verified. Donation receipts for % given to the AAI from art sold will be sent to those artists. Net proceeds of event came in at -\$476.22 (estimate was -\$605). All documents will be saved on AAI computer.
- **Appreciation Event:** Final guest count for appreciation event is 49, which includes the Board members and their guests. I will be meeting with Ferro this coming Monday to finalize the appetizer menu and get approval to have a live painting demonstration. Tiles have been ordered from Joann Tomsche and music finalized with Ferro.
- **Three \$1000 Scholarships:** I attended awards ceremony on behalf of the AAI today to give three \$1,000 scholarships that had previously been motioned and approved. Scholarships were for Idyllwild graduating students going into the arts. Over 300 people attended the awards ceremony that was held on campus. The AAI received a wonderful introduction by Head of School, Pamela Jordan.