

# HGMC Treasurer Report for September 20, 2020

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May Treasurer reports are included: P&L by month; P&L detail August 1, 2020- September 19, 2020; Balance sheet; P&L (updated with new chart of accounts)

- GALA has been rescheduled July 7-11, 2021. Nothing new to report
- Membership dues. Membership dues will be invoiced next week after we have a better idea of who is going to participate this fall. I will need to reset groupanizer for a new season, Anyone know how to do this? We will also need to register any new members, and update inactive statuses.
- Board Member sponsorships.
  - All obligations were met for last season
  - \$50 minimum donation to chorus per semester, \$100 per year.
  - I will add invoices once the membership invoices have been completed.
- Royalties update. –
  - BMI – 2<sup>nd</sup> quarter report has been filed. No activity
  - ASCAP – 2<sup>nd</sup> quarter report has been filed. No activity
- 2019 Year End Books
  - 990N for 2019 has been filed
  - Annual Review of Books to be completed – I need to rerun reports now that the change in the chart of accounts has been completed.
- Chorus Financial Records to be gathered, reviewed and stored in storage unit (nothing additional since last report)
  - Robb has prior records to get to me
  - Records in storage to be reviewed, organized and discard what is not needed
  - Recent records for the past three years have been placed in the storage unit.
  - Important reports to eventually be digitized
- PA Bureau of Charities letter
  - Received letter from state regarding online renewal, last spring
  - Although our status is marked as expired, we have been exempted from filing as we do not have more than \$25,000 of annual contributions and do not have any paid staff doing fundraising, until 2019.
  - When I completed the change of the chart of accounts to align with bureau guidelines, our gross contributions totaled \$27, 500.36.
  - We therefore need to file a report for 2019. Hopefully this will be consideration a renewal, with filing deadline of Nov 15. If not considered a renewal then we will have late fees for the filing \$25/month.
  - Initially thought we didn't need to file as contributions <25, 000 on budget year, but filing is based on tax year with IRS, which is Jan – Dec for us.
  - Address on File is the address of Miller Associates, will be changed to UCH
  - I will be listed as the contact person, with the [finance@harrisburggaymenschorus.org](mailto:finance@harrisburggaymenschorus.org) email.
  - The filing will need to include multiple items, so it will take about a month to prepare.
  - May need to consider obtaining professional advice, but it doesn't seem necessary at this point.
  - This is unrelated to our 501(c)3 status, and corporate registration
  - I am investigating Bureau of corporations filing to see what needs to be updated. Probably need to file officer changes and bylaw changes. Likely a small fee associated with each. (not done yet-no update)
- Smile.amazon
  - Currently addressing administrator update – Still registered as Kevin Wagner

- No problem or urgency. Keeping on report as a reminder until completed
- Small Business and Non-profit grants related to COVID relief may be available for us to apply for
  - Currently investigating possibilities with state and feds
  - Arts relief program is currently aligned at larger organizations. (Starts at \$25,000)
- Chart of accounts for bookkeeping
  - Changeover has been completed
  - Reports today reflex new list.

Respectfully submitted to the board by Steven Creps, HGMC Treasurer, on September 19, 2020