

# HGMC Treasurer Report for January 8, 2023

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October Treasurer reports are included: P&L by month; Balance sheet 01-06-2023; P&L Detail 08-01-2023 through 01-06-2023.

- GALA Refunds—There have been no inquiries. No new action.
- Membership dues. Fall Membership dues 18 of 22 have been paid
- Board Member sponsorships. (Excess Membership Dues). Winter dues – 6 of 7 paid
- Royalties update. –
  - BMI – 4th quarter have been filed, awaiting invoice
  - ASCAP – 4th quarter have been filed and paid
- Chorus Financial Records to be gathered, reviewed, and stored in storage unit (nothing additional since last report) – Nothing new
- PA Bureau of Corporations filing (nothing new)
  - Decennial filing done. I haven't been able to download. New link to be requested
  - I am investigating Bureau of corporations filing to see what needs to be updated.
- PA Bureau of Charities filing voluntary report was filed on 11-14-2022, but corrections needed to be made. Renewal has been accepted, will be posted to groupanizer
- Smile.amazon. Received 4th quarter payment.
- T-shirts on order – stock t-shirts ordered. Members will be invoiced 16.00 if they received a shirt. I need to post these yet.
- Our credit card has been approved by Members First
- I am currently working on modifications to our checking account so that I can pay Stephanie directly or by bill pay. I am going to restart this process in January.
- Groupanizer is currently being paid monthly. You only need to alert me if you get a past due notice when you log on.
- Concert Reports:

|            |             |            |        |
|------------|-------------|------------|--------|
| ○ 12/2/22  | UCH         | Attend 87  | \$675  |
| ○ 12/4-22  | St. Peters  | Attend 65  | \$487  |
| ○ 12/17/22 | Bergstrasse | Attend 77  | \$611  |
| ○ 12/18/22 | Heidelberg  | Attend 92  | \$386  |
| ○ Total    |             | Attend 321 | \$2159 |
- Ornament sales – Ornaments donated by Allan Jesperson
  - \$119
- 1099s will be prepared in January 2022.
- Please submit any inkind donation credits to me immediately.
- Please submit any reimbursement due for the Holiday concerts to me immediately.
- See Treasurer administrative calendar for 2023 on next page

Respectfully submitted to the board by Steven Creps, HGMC Treasurer, on January 6, 2023

## **2023 HGMC Treasurer Administrative Calendar**

|           |  |
|-----------|--|
| Jan 15    | BMI and ASCAP report due                         |
| Jan 31    | Deadline for 1099/1096 submission                |
| Feb       | Prepare Spring dues invoices                     |
| Feb 28    | Deadline for Tax letters to donors               |
| April 15  | Deadline for final approval of 2022 reports      |
| April 15  | BMI and ASCAP report due                         |
| May 15    | Deadline for 990N                                |
| June-July | Budget Prep for 2023-2024                        |
| July 15   | BMI and ASCAP report due                         |
| July 31   | End of Operating Year/ Budget approval final day |
| July 31   | Contracts for AD and AAD complete                |
| September | Prepare Winter dues invoices                     |
| Oct 15    | BMI and ASCAP reports due                        |
| Nov 15    | BCO report due                                   |
| Dec 31    | GALA Dues  |

### **MONTHLY TASKS**

Balance Accounts

Members 1<sup>st</sup> Checking

Members 1<sup>st</sup> Saving

Paypal

Record new transactions

Monthly Stipends

AD

AAD

Transfer funds

Prepare and record deposits

Review invoices and pay bills

Prepare Board reports

Read and reply [finance@harrisburggaymenshorus.org](mailto:finance@harrisburggaymenshorus.org) emails