

HGMC Treasurer Report for November 13, 2016

There has not been Finance Committee meeting since last board meeting.

Budget year to date reports are included for this board meeting

- New Treasurer – I have received the electronic books, receipts and reports for calendar year 2016 from Kevin Wagner.
- Members 1st - I have gained access to Members 1st checking and savings accounts. Aaron Menzer has been added as a secondary signer for both accounts. Web access and debit card have been obtained. I have attempted to change the mailing address but I have not received an October statement yet. However, it has been downloaded and balanced.
- Paypal – I have access to the paypal account. I have reconciled October 2016 and transferred funds to the Members 1st checking account. I will be creating usernames and passwords for myself, Aaron Menzer and Doug Wentz, with appropriate clearances. The main username will have password changed.
- Membership Dues – 9 members are paid for full year; 4 members are paid for winter term; 2 members are partially paid for winter term; 4 members have made no payment yet. Today is the first time I have reviewed the outstanding dues. Members will be contacted on Monday. One member is recorded as on scholarship.
- Board Dues – Just to clarify, of the 200 expected from board members, 100 is for dues and 100 is for sponsorship.
- GALA refunds – We apparently have outstanding refunds due for Jose Venereo and Kevin Nield. We are due 410. I will need to further investigate this as I am not sure where it stands, since Kevin Wagner's last report.
- Halloween party fundraiser – This was very successful. Financial report is submitted with Treasurer's Report. 704 was pleased with the turnout.
- Workshop – Confusion over the expenses for the workshop was due misunderstanding how the expenses were budgeted. This was budgeted under the production committee expenses on the **royalties** line item. There was a production committee addendum on file in groupanizer. The expenses approved include the airline ticket for James Morehead from Chicago, with an estimate of 400 and a stipend of 200. At the last meeting we approved expenditure for refreshments and a T-shirt for Jimmy. Accompanist fee was accounted to the additional performance line. For clarification the accompanist additional time fee is 25/per hour.
- Royalties line item on budget – for clarification There was 600 budgeted for the workshop, 500 for the songwriting contest, and 400 for royalties. I think this was all included on this line to avoid adding an additional line item. As treasurer, I plan to adjust the accounting to add a separate account, **special events**, under the production committee and move the workshop expenses there.
- Receipts for membership dues and program advertising will be sent out in the next few weeks.
- Charitable giving statements for sponsorships and in-kind gifts will be prepared and sent in January 2017.
- Annual campaign – see separate report by Doug Wentz.
- The BMI report was incorrectly submitted and has been submitted by phone for correction. New invoice for \$16 for 3rd quarter will be forthcoming.
- Reimbursements – when submitting items for payment or reimbursement to me, please note the entity to be paid or credited, and the budget line to be accounted to.

Respectfully submitted to the board by Steven Creps, HGMC Treasurer, on November 11, 2016.