

**ROPA Treasurer's Report**  
**2017-18**  
**Presented at 2018 ROPA Conference**  
**Portland, OR**

The following is a list of the ROPA Treasurer's activities that have occurred during the 2017-18 Fiscal Year:

\*Wrote checks to all AFM authorized participants of the *2017 AFM Negotiations Workshop* for one night's lodging and per diem [ROPA received reimbursement from the AFM in October].

\*Finalized and paid all bills associated with the 2017 ROPA Conference in Phoenix, AZ

\*LM3 filed with Dept. of Labor

\*990 filed with IRS

\*Fidelity Bond of \$100 for the ROPA Treasurer, per DOL directive, was renewed

\*Form 1099-MISC sent to President, Secretary, Treasurer and IRS

\*Collected ROPA Dues from member orchestras

\*Collected ERF from full member orchestras and sent to the AFM

\*Coordinated with ROPA President in securing hotel for the 2018 ROPA Conference and 2018 Midyear Conference

\*Reviewed all ROPA entries in Quicken from 2014-current and corrected entries that had been mislabeled in their respective "Category" assignment and/or "Tab" entry

\*Based on results from corrected Quicken entries, amended Category Summaries, Cash Balance and Financial Reports from 2014-15, 2015-16, and 2016-17 to present to ROPA Executive Board for review and approval at Midyear Meeting

\*Attended the ROPA Executive Board Mid-Winter Meeting in Chicago

\*Worked with Laurence Hoffman to compile list of AFM authorized participants for the 2018 AFM Negotiations Workshop

\*Secured event insurance for 2018 ROPA Conference

\*Prepared the 2018-19 Budget and all other Financial documents for the Audit Committee's annual ROPA Audit and to present to Delegates at Conference

\*Prepared all ROPA Treasurer's documents for handoff to next Treasurer.

Respectfully submitted,  
Donna Loomis, ROPA Treasurer