



July 25th, 2023

Report to the ROPA Conference

Since assuming the Treasurer's duties this past September, I have done my best to study and understand the responsibilities of the office and the procedures in place. This has meant spending a good deal of time combing through old emails and Google Drive docs, corresponding with former Treasurers, and reading lots of form instructions. With this newfound knowledge, I have tried to reorganize data, create new forms, devise and revise procedures in order to effectively and efficiently collect revenues and issue payments, in an accurately documented digital format.

Below is a summary of the tasks which are either completed or ongoing. Please let me know if I can clarify or add any detail to the tasks so that you may better understand how your organization's finances are being managed.

Banking

07/27/22 – Met at Wells Fargo in Costa Mesa: access, role transfer

08/01/22 – Called Christian Rosales for information on changing Key Executives
(also 8/12, 8/16, 8/22)

10/28/22 – Met with Jose Henriquez r/e changing Key Executives (Wheaton branch)

11/01/22 – Spoke with Erik Henschell r/e changing Key Executives (phone – St. Paul)

11/14/22 – Met with Anthony Palma r/e changing Key Executives (Silver Spring branch)
again 11/16, 11/22

12/02/22 – Changes finally executed with Steve @E. Hartford branch

10/26/22 – Change PaySimple user information, login access

11/22/22 – Change PaySimple Admin credentials (get form to/from Matt, submit application)
not sure this is 100% yet, as I still get emails for Matt...

Ongoing – researching new credit cards

Ongoing – establish new high-yield bank account

Rick Basehore, Treasurer

10718 Lester Street, Silver Spring, MD 20902

757-636-1779 ropatreasurer@gmail.com

Collect Receipts / Process Payments

10/07/22 – Setup Bill Pay account with Wells Fargo

11/20/22 – Create ROPA reimbursement form (RRF) via Google Forms

11/22/22 – Tested and revised RRF with Steve

01/23/23 – Revised RRF with 2023 mileage

throughout – issued 46 reimbursement payments via Bill Pay

10/24/22 – Emailed AFM National (Laurence) about negotiation workshop reimbursement

12/20/22 – Followed up on last email (10/26)

01/12/23 – Updated invoice and emailed to AFM Comptroller

01/20/23 – Processed reimbursement

01/21/23 – Issued 3 ERF payments to AFM:

- \$4,700 22/23
- \$1,000 21/22
- \$100 20/21

10/24/22 – Create ROPA dues payment form

10/24/22 – Email prior-season, past due invoices

10/26/22 – Codify dues policy for 22-23 (ratified 10/28)

10/28/22 – 1st Delegate dues email (mass email via Delegate listserv)

01/14/23 – 2nd Delegate dues mass email (still 47 owing)

05/28/23 – Emailed 11 delinquent orchestras directly about payment of past due dues

06/10/23 – 3rd (and final) Delegate dues mass email (13 owing)

06/13/23 – processed 110 dues payments since October

06/25/23 – Facilitated request from Vermont Symphony for dues payment plan (ratified 7/7)

ongoing – requesting payment from 9 delinquent orchestras

11/22/22 – Pay hononariums for Q3 + Q4 2022

01/18/23 – Pay hononariums for Q1 2023

05/30/23 – Pay hononariums for Q2 2023

06/10/23 – Issued payment for AFM Convention ad

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Research

09/18/22 – Revisit 21-22 financials

10/24/22 – Initial set up of ROPA financials spreadsheet

11/01/22 – (Mostly...) Untangle the dues owed from prior seasons via PY dues spreadsheets and online bank info.

11/21/22 – Research past honorarium payments

Ongoing – organizing ropatreasurer@gmail.com account

Ongoing – organizing docs/receipts/records in Treasurer folder of EB Google Drive

Ongoing – refining ROPA financials spreadsheet

Reporting / Filing

09/28/22 – Completed and filed LM3 with Department of Labor (via DoL online portal)

11/08/22 – Completed and filed 990 with IRS (via form990online)

01/15/23 – Prepared / uploaded documents for EB review (23 Mid-Year)

07/22/23 – Prepared / uploaded documents for EB review (23 Conference)

07/24/23 – Prepared / uploaded documents for Audit Committee (23 Conference)

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