



July 30th, 2024

Report to the ROPA Conference

In my second year as Treasurer, I have tried to improve the process of collecting dues, with varying levels of success. A large amount of time was spent dealing with the fallout of the accounting fiasco created by the Courtyard Grand's staff in the wake of the 2023 convention. Hopefully, each person's individual circumstances have been resolved, but ROPA's continues (see detail below).

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

- February: Accessed old ROPA Paypal account via Sean Diller, moved over outstanding balance (\$384)
- March: Established new credit card account with Chase, which has an annual fee (\$95), but also rewards which will more than offset it (3x for travel). Closed old Wells Fargo card

Reporting / Filing

- September: Completed and filed 22/23 LM3 with Department of Labor
- November: Completed and filed 22/23 990EZ with IRS (via form990online)
Completed and filed 23short LM3 with U.S. Dept. of Labor
- January: Filed f8868 (990EZ extension) for FY23short with IRS
- March: Prepared / uploaded financial reports for EB review (23 Mid-Year)
Addressed IRS inquiry about "missing" 990EZ (changed tax year)
- April: Filed 23short 990EZ with IRS (via form990online)
Represented ROPA at New World Symphony AFM roundtable

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July: Prepared / uploaded documents for EB review (23 Conference)
Prepared / uploaded documents for Audit Committee (23 Conference)

Ongoing: Refining ROPA financials spreadsheet

Collect Receipts / Process Payments

August: Paid Q3 2023 honorariums

October: Updated ROPA dues payment form
Emailed prior-season, past-due invoices
Emailed 1st Delegate dues notice (mass email via Delegate listserv)

November: Paid Q4 2023 honorariums

December: Emailed 2nd Delegate dues notice (mass email via Delegate listserv)
Emailed 3rd Delegate dues notice (mass email via Delegate listserv)
Assisted Steve in finalizing contract with Parc 55 for conference
Paid first conference hotel deposit

January: Updated ROPA reimbursement payment form

February: Paid Q1 2024 honorariums

March: Mailed 2 ERF checks (1 current- and 1 prior-years), totaling \$8,900
Paid second conference hotel deposit

May: Paid Q2 2024 honorariums

June: Paid third conference hotel deposit

July: Worked with President to negotiate hotel F&B costs
Worked with President to negotiate A/V costs
Paid fourth (final) conference hotel deposit

Ongoing: Processing dues payments (92 orchestras paid up for 23-24, only 1 currently has prior-year balances due), 3 out of 4 remaining have reported issues to the EB with paying dues, 1 only needs to pay its late fee.

ROPA was incorrectly billed by the Courtyard Grand for the 2023 conference. After inquiry, a CG accounting clerk refunded ROPA more than she should

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have, after multiple attempts on my part to correct the figures. After a refund check was issued, CG then charged ROPA's credit card for an additional \$6k without any explanation or warning. After 2 weeks of trying to contact multiple members of CG's accounting dept, I asked Karen to authorize a chargeback on the WF credit card. Chargeback was approved by Wells Fargo in November. CG manager Jeffrey Lewis contacted me in January via email with a jumble of incoherent invoices. I asked him to revise the invoices in a way that allowed me to see how much each person on ROPA's account was billed. Still waiting for a response.

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