



## Officer Report Maverick Executive Committee

Treasurer, Liz Shaw, DTM

August 16, 2016

### Status Summary

- Current checking balance: \$2055.60

### Progress

- Checking account verified with PayPal to allow easy transfer of funds.
- Contact information updated at bank.
- Worked with Secretary to create an email specifically for payments so that accounts are not tied to anyone's personal email account.
- PayPal contact information updated, removing previous Treasurer's personal email.
- Set up PayPal card swiper with my phone to allow more secure credit card payment for new members and dues renewals.
- Treasurer documentation from previous years removed from binders and organized by fiscal year in hanging files.
- Member applications have been alphabetized and placed in binder for easier retrieval.
- Gave a speech to club about dues increase.

### Areas in Need of Attention

- Missing information from previous Treasurer on 3 deposits made on 7/12/16. Have requested deposit slips and information about what the deposits were for.
- Contacted Winona regarding uncashed check. She responded that she gave it to her husband and it would be OK if we voided it. Told her that it would be valid until December and requested that they check to see if they can find it.
- Invoice sent to Alan for outstanding balance on 7/31/16. No response received at this time.
- Determined that we will be unable to remove previous Treasurer's name from PayPal account without the following documentation:
  - Photo ID for myself and Michael
  - Bank statement
  - Letter on our business letterhead, that includes the primary email address, current name, address, and phone number on the PayPal account. Provide the new business contact name and the reason for the change.
  - My social security card

### Goals for Next Review

- Obtain digital version of club letterhead from Secretary, a scan of previous Treasurer's driver's license and change the Treasurer's name with PayPal.
- Organize the binder for the current year so that it has all the information a new treasurer will need in a convenient, easy-to-follow format.
- Send out dues renewal letter to members no later than September 1.
- Collect dues by September 20.