

The Gesneriad Society
2023 Annual Report to the Board

Date: 2/1/2023

Name: Phyllis A. Savage

Position/committee: Treasurer/Finance

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Committee Members/Advisors: Finance Committee

Back up person to Chair: None: Mel Grice, President, has signing authority for checks

Current properties: Scanner (x1) for remote on-line check deposits; Square Reader (x2), Square Holder/dock (x2); Previously listed but no longer used: PayPal mobile card reader (x2), older manual credit card processing machine/imprinter, Internet hookup for PayPal credit card payments, blank credit card slips.

Replacement value for properties held: Square Readers and Docks (\$165.75); Scanner (\$350)

How my committee process works:

The job description/committee process is up to date: yes/no Yes, but needs revisions

If no, I plan to have an update completed by unknown and sent to Paul Susi.

Current Suppliers and Contact Information: JPMorgan Chase, Andrew Duffy, Vice President – Government, Education and NFP, Northeast Expansion Market, Cell # 617-308-0182, 50 Rowes Wharf, 2nd Floor, Boston, MA 02110

Activities/accomplishments during past year (2022):

- Presented finances and proposed 2022 budget at convention board meeting
- Settled Fidelity accounts, admin privileges, and updated authorized users
- Successfully transferred funds from PayPal to bank account; this is an on-going task
- Convention Plant Sales: Purchased and set up Square readers for credit card and cash sales and to transfer money to our bank account. Helped out with sales purchases.
- Paid stipends, bills/expenses of the society; when needed requested confirmation of payment by President and/or responsible committee chair; deposited miscellaneous

checks for the society; wrote checks for convention awards recipients, for convention speakers and student speakers; set up and paid via PayPal, wire transfers, or via Zelle for grants awards payments, convention honorariums, and covered expenses for convention speakers who reside outside of the USA

- Set up treasurer as a user for Webconnex and WePay, the payment gateway used by Webconnex, for registration funds to be transferred to the bank account
- Review bank transactions and keep record (Spreadsheet) of all activities
- Reviewed annual committee reports for current yearly expenses, income, donations, and for proposed expenses and income
- Back up relevant files to external drive/source
- Ongoing work to obtain a society credit card from Charity Charge

Green activities/possible actions: Bank account statements and reports on-line; other reports from various sources all online. Switch paper documents from Schwab to online access.

Future plans/goals: Finalize finance reports and 2023 budget proposal work; work with future committee on financial software package that is cloud based; finish work for obtaining CCs; set up scheduled PayPal money transfer to bank account; change and update PayPal to reflect current members; review committee reports for expenses, income and donations (if applicable)

Last year's expenses (2022): \$ 127.00 Reimbursed: \$ Paid by TGS Donated: \$0

If donated, designate fund:

(undesignated donations will be applied to EMREF)

Proposed budget for next year (2024): \$ Expenses: \$100 Income: \$0

Expected convention arrival and departure dates: plan to attend, arrival unknown at this time

I will not be attending Convention this year