

Our Stories Disclose Third Edition

Treasurers Report

It was an honor and a privilege to serve on this committee, the meetings were well run, and everyone was very supportive and willing to lend a hand or advice when there were issues. I was tasked with tracking sales and putting the final distribution list together. I came on board early 2019 after sales had already started. July 2019 the Area Treasurers and Carol, the OSD Chair, and I met to open the OSD bank account as the funds from sales had been being deposited in the areas operating account. Below are the issues that I encountered:

Banking:

I was set up as a signer so that I could pay the bills and issue reimbursements. No issues there. I was also supposed to have online access to the account so that I could reconcile orders. Through three rotations of treasurers, I was never able to gain online access, not for lack of trying on our trusted servants part. I checked the balance with the debit card, which expired in 2023. At this point the area treasurer was handling the funds as the committee needed additional money to cover the printing costs. The treasurer transferred funds from OSD to the Area account and handled the final payments. I suggest for future OSD committees that all involved with the OSD funds handles the login at the bank when the accounts are set up. Make sure that everything works before leaving the bank so that any issues can be addressed immediately. Also, trying to figure out the beginning balance for the account was a bit of a challenge. The Area Treasurer, Alt Treasurer and I met and did a best guesstimate as to what funds were OSD and what were Area funds. Between in person, online and mail in orders not all information made it into Square so pulling reports to see what were OSD funds was not an option. Some transactions were obvious, others not so much, we did the best we could.

Order Slips:

Make sure that the person filling out the form fills out ALL the information and make sure all order forms are kept somewhere safe. When it came time to put the final distribution list together and compare the slips with what was entered into Square, there was A LOT of missing information. I had several slips with a first name, that's it, no contact info, no amount ordered. It makes it a bit of challenge

to find the Mike that ordered something, not sure what, lol. I would also reiterate that the top of the order form is their receipt and to put it somewhere safe.

Square/Online Orders:

This is a wonderful way to have all information in one spot and pull reports. But the first couple of years the information was showing up in different areas of the Square reports, making it impossible to pull and filter accurate reports. There was also an issue of assembly registrations and meal purchases being recorded under OSD and funds going into the OSD account. The issues were caught, and the Area treasurer transferred funds to the correct account, but the sales still showed up in the OSD reports. Another issue was that the Sales of OSD II were also being recorded under OSD III sales, while the majority were noted in a separate area of Square as OSD II, not all were so I had to figure out what was and wasn't.

Thankfully they were being sold for \$5, so most were easy to figure out. With Archives handling the future sales of OSD III this should not be an issue. Logging into Square was also an issue, Square would require a password change every three months, for me to login I would need to coordinate with the treasure as to when they would be available to get me the code when I would be prompted to change the password. Square was set up under the treasures email, I am not sure if in the future a separate login can be created just for OSD.

Another little hiccup, at some point we switched online sales to Stripe, it was brief, thankfully. They switched back to Square after a month or so.

I would suggest having some sort of tutorial for all people involved in the set up and use of whatever platform is used for future publications. Also make sure that you have access to all the information that was entered into square. At the end when I was putting the distribution list together the Area Treasurer was able to pull reports with more information than I had. Having everyone on the same page from the beginning would be incredibly helpful. I believe over the years that some adjustments were made to the area website, because the online orders seem to have gotten better, information wise, in the last couple of years.

Distribution List:

The order slips and Square reports are crucial to this step. After pulling and filtering reports from Square I had a list, not a complete one, but a starting point. After reconciling the slips to the reports there was a lot of data entry that needed

to be done. A lot of the slips did not get entered into Square and of the ones that did, not all the information made it into Square. We did have a lot of volunteers handling sales so there is always going to be some things that get overlooked. But boy, I have a new respect for people who do data entry for a living. With help from the committee and the Area Treasurer we were able to fill in a lot of the information that was missing, but we still had quite a bit of orders that were just names. Once we got the distribution list finished it went to the distribution committee. I volunteered to be on this committee as it made sense to me that since I created the list I should be available for any future issues.

All in all it was a great experience, but I am grateful to be wrapping it up. All the Area Treasurers and Alt's were incredibly helpful and I would not have been able to do any of this without their assistance.

Tari B.

Square sales/Expenses by year:

2018:

Presales 57

Gross: \$855.00

Expenses

Square fee \$12.00

2019:

Presales 689

Gross: \$10,335.00

Expenses

Copies \$242.25

Supplies \$158.45

Square fee 177.85

2020:

Presales 312

Gross \$4,680.00

Expenses

Copies \$225.00

Square fee \$110.01

2021:

Presales 166

Gross \$2,490.00

Expenses

Translation \$171.28

Supplies \$106.55

Square fee \$41.94

2022:

Presales 7

Gross \$135.00

Expenses

Software \$255.47

Square fee \$12.35

2023:

Presales 73

Gross \$1,095.00

Expenses

Software \$359.88

Square fee \$21.82

Total Presales 1304 (Adjusted for double entries in Square was 1313)

Gross \$19,560.00

Expenses \$1,894.85