

# Things the FSGW Treasurer does

This is not a complete list, of course. We will gradually add stuff.

## Monthly bills, triggered by invoices:

1. Newsletter Layout, by Donna Rogall
  1. Donna emails a bill, amount varies
2. Newsletter Printing, by House of Printing
  1. John Tralka emails a bill, amount varies. Take advantage of their 2% 15 terms, by paying 98% of the billed amount and mailing to arrive within 15 days of the invoice date.
3. Newsletter Mailing, by Heyman Mailing Service
  1. Tracy emails a bill, amount varies
4. Office Staff pay - \$29/hour, billed monthly
  1. Mo (office2) emails monthly invoice with a list and total of hours worked and which tasks. Double-check the math then mail a check.
  2. Laura (office3) started 7/22/2023, is initially doing membership work. We requested the same kind of monthly invoice as Mo has been sending.
  3. TBD (office1)
5. Bookkeeper - \$450 per month to Barkley Associates
  1. Payable when the financial reports for that month have been delivered and Leslie has emailed an invoice

## No-income monthly programs

1. Schweinhaut Song Circle, cost most recently is \$200/month for 2 hrs.
  1. This is run by Fred Stolnitz, performer currently is Susan McNelis. Fred emails an event report and check request after each monthly event.
  2. This used to also get contributions from Carpe Deim Arts and I think MoCo, and FSGW was paying \$100/event. Those sources have stopped contributing, so Fred has increased the payment he asks of FSGW to \$150 and then \$200. Revisiting this arrangement may be in order.
2. Takoma Park oldtime jam (at Takoma BevCo), monthly, run by and paid to Jonathan Vocke, who mails an invoice for each event - \$150 / month, approved by the Board.
3. Family Dance, run by Sarah Foard, with help from Sargon de Jesus, and board support from Lucia Schaefer
  1. This became simpler when we stopped charging \$5 admission in July 2023. Now no floor preservation fee to pay, and no cash or Venmo income to handle.
  2. We pay \$100 each for 1 sound person, 1 caller, normally up to 2 musicians, and the hall (Bumper Car in warm enough weather, else Ballroom Annex).
  3. We have to fill out a GEPPAC Social Dance Report, which I have not tried to train Sarah or Sargon to do, so someone must attend to do that and photograph it, even if we wrote the checks ahead of time.
  4. We need an attendance count or estimate, of how many people ever danced over the course of the event (NOT the most dancers in any single dance).
  5. There is an event report form specifically for Family Dance, which is simpler with no

admission. We fill it out and photograph it.

## **Donation-supported programs**

### **Grapevine**

1. At/after the end of the calendar month, email the Grapevine operators (Tim Livengood, Renee Brachfeld) a report of Grapevine donations for that month. PayPal donations are the net (after PayPal fees) total of donations for the month to the [grapevine.paypal@fsgw.org](mailto:grapevine.paypal@fsgw.org) PayPal account. There might be donations by check in the mail, although often not.
2. Donations report should cause them (normally Tim) to submit an event report, which you can pay from if good W-9's are in hand. Normally there are 2 performers ("tellers") each month. If there are missing W-9's, prod the Grapevine operators to obtain them.
3. For US performers, pay by mailing a check to their W-9 address, unless something different was requested.
4. For non-US performers, what we have done so far is: Have the Grapevine operators get them to submit an invoice for their Event Report payment amount, stating which Grapevine event they performed for.
5. So far, we have paid all non-US performers via PayPal, in which case they need to tell us what PayPal account to pay, normally identified by an email address. Set the PayPal payment amount to cover the PayPal transaction fee and any currency conversion fees, so they get paid the converted equivalent of their Event Report payment amount, with no PayPal fees deducted.

### **Online Concerts**

1. TBA

### **Online ECD**

1. TBA

## **Paid admission Programs**

### **Friday Contradance**

1. TBA

### **Wednesday ECD**

1. TBA

## Annual Events

### **Potomac River Shape-Note Singing Convention - effectively co-sponsored**

1. In 2023, they did not request any monetary FSGW support, only publicity and a link from our website.
2. In prior pre-pandemic years, they have deposited registration income with FSGW and we have paid their hall and provided insurance.

### **#dance - contra, paid admission**

### **Washington Spring Ball - ECD, paid admission**

### **Washington Folk Festival - free**

### **Contrastock - contra, paid admission**

### **Getaway - singing, jamming, talking, paid admission**

### **New Year's Eve Contra Dance Ball - contra, paid admission**

## Co-sponsored events

Glen Echo International Dance - Run by Jamie Platt, Currently meets in Glen Echo Park

1. FSGW appears to provide only publicity and a program page and events on our website

Greenbelt International Dance - Run by Larry Weiner, I think meets in Greenbelt Community Center

1. FSGW appears to provide only publicity and a program page and events on our website

## Relationship Unclear

Open Sing -

1. FSGW appears to provide only publicity and a program page and events on our website

Gospel Sing -

1. FSGW appears to provide only publicity and a program page and events on our website

VITG Storyswap - Voices In The Glen

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