

FINANCE & ADMINISTRATION

Submitted By Wanda Lovan

Since our Spring meeting in St. Louis, business operations have continued at a brisk pace. Highlights and challenges include the following:

- BSA signed a contract with Brown Smith and Wallace (BSW) for the purpose of auditing the organization's FY2017 financial activity. We provided all requested narratives and reports during April and May. The audit team spent about two weeks in our office testing transactions and reviewing BSA processes and procedures. The NSF Digging Deeper grant single audit was time consuming. First draft of the audit report arrived on July 1. BSA Executive Director response is in process and BSW will present audit report during the July Board Meeting.
- Botanical Society Investment Portfolio – Monthly detailed accounting by classes of sectional and award funds is ongoing. A check is mailed to Morgan Stanley each month to transfer the income to the investment account. We work closely with Schowalter Jabouri on this process.
- NSF Digging Deeper Grant and NSF Plants Grant activities - Digging Deeper and Plants II Grant activities are ongoing along with an additional Diversity grant to provide travel money to some Botany 2019 meeting participants. We have been organizing airline reservations for some of the participants to travel to Tucson.
- Society for Economic Botany – We managed the accounting and administration tasks for their routine business and assisted with their 60th Annual Meeting in Cincinnati, Ohio during the first week of June. Awards payments are being processed.
- Society for Study of Evolution Management Services – SSE Meeting was held in Providence, Rhode Island June 21-25. SSE presented multiple awards to international members. We implemented and tested TransferWise, a new electronic system for international award payments. The process was mostly successful, however we found that banks in Brazil and India do not allow payments via TransferWise. Award payment requests are ongoing from SSE Officers and requests will continue to flow in and be filled during the next couple of months.
- Botany 2019 – Sky Islands and Desert Seas – We are looking forward to this conference and the opportunity to interact with our members and partners. Award payments will be processed in advance, onsite, and during August. Travel reimbursements will be taken care of as soon as possible.

- Missouri Botanical Garden – We continue to enjoy our office space at 4475 Castleman Avenue. The Garden setting provides both mental and physical opportunities for work life balance. As we move toward a new Memo of Understanding between BSA and MOBOT, we anticipate requesting some building maintenance items. We appreciate the various services particularly the Human Resources, Payroll, Telephone and Mailing Services. Bright Source, a local firm provides our Routine IT services.
- I attended the ASAE Great Ideas Conference (Colorado Springs) in March to learn about current and upcoming best practices for association managers.

UPCOMING:

Looking forward to Botany 2019, followed by a bit of vacation

Continue wrapping up meeting tasks for all organizations

NSF Grant Cash Reimbursements

End of Fiscal Year – September 30, 2019

Accounting chart revision for SSE