

JOSEPH B. CHIN, EA

June 24, 1996

Bernard C. Chase

Bernie:

Here's a copy of the letter I received from Rick Olson:

I believe he's wrong in saying the Finance Officer's job is "just a small number of transactions and account classifications that could be easily computerized." Note

11 NOT INCLUDING THE
SCHOLARSHIP FUNDATIONAL'S
774 CHECKS !

What about the dog-work in the processing for deposit the incoming checks - there were 2,073 checks from July 1, 1995 to June 19, 1996, and the Fiscal Year has not come to an end yet; the writing of ADVA checks in payment of bills - there were 104 checks written that had to have envelopes addressed, stamped and return-addressed in the same period as above; the tracking of bulk mail balance monthly and the writing and sending of checks to the Postmaster so there would be money in the account; the balancing of the checkbook each month as the bank statements come in; the year-round activity on the maturing C.D.'s; the recent activity on getting the interest earned from the C.D.'s monthly put into the checking account - it took me six months to get this done, by going through five different Customer Service reps at the Shawmut Bank, then at the Fleet Bank when they took over the Shawmut Bank, and until I see the next two checking account statements will I believe that it's done; the retention of receipts submitted for payment; the origination, Xeroxing, and mailing of the monthly statements to the officers, the Adjutant, and the Editor-in-Chief; the going into Boston to the Main Post Office to pick up the ADVA mail on a weekly or biweekly basis; and lastly, preparing the Federal Tax Return, Form 990, for the ADVA since it's a non-profit organization - without the tax-exempt status that we now have the mailing costs for the newsletter, ballots, and raffle tickets, and the annual renewal letters would be 2½ to 3 times what we're spending now.

I've been sending Rick Olson the monthly statement for the past three months. From those two sheets he seems to think he can computerize the collection and collating of the data shown on the monthly statements very easily in his new position as the National Finance Officer. From what I've shown above, Rick expects the Adjutant to pick up on doing the rest of the things addressed above. But what about all the rest of the tasks that have to be physically done by someone who has the time and ability to do them? Bernie, if you are willing to carry the entire load as listed above, I'll graciously and gladly bow out and give Rick all the books and other items I now have.

cc: Gary Noller

Joe Ch.

ENROLLED AGENT - FEDERALLY RECOGNIZED TAX PRACTITIONER