

I move to sell both of the Federation-owned trailers due to increased maintenance cost and limited use.

Read the information below for discussion on the specifications of the trailers, the past usage, and the repairs that are going to be needed. Estimated cost for upkeep would be about \$750 to \$900 (new coating on the floor, two new tires, rewiring, replace lighting where needed, and touch-up paint), excluding welding on the brackets.

In my opinion, it would not take less than \$3,000 per trailer, with the two foot dance floor wings. Someone may want to research what the Federation paid for the trailers.

If it is decided to keep the trailers until after this season's parades and festivals, then I will work with those who want to reserve the trailers. I leave for Nevada on May 1st and return on May 8th.

If it is decided to keep the trailers, the Federation will need to find a new home for the trailers. The Bards are no longer able to store them.

Trailer information:

Dance floor is 16' x 12'

Trailer with wings up when towing is 22' x 8', including the front and rear tongs.

Towing requires a 2 5/16" ball and six-prong electrical connector.

Work required currently includes rewiring both trailers, replacing lights where needed, replacing one (possibly two) tires, recoating the dance floor, and manufacturing a better way to store the safety rails and chains when towing.

I took one of the trailers to the scales and it weighed 2,440 lbs, much heavier than I thought. There are no trailer brakes. I also took it to Trailers Plus and they could not give me an estimate of the value of the trailer because it is so unique (never saw a trailer like it before). The axles are rated for 6,000 lbs because they are mobile home axles. The closest they had was a dual axle 7' x 18' trailer rated at 10,000 lbs. for \$3,200.

I got an estimate of \$500 per trailer to weld brackets to the trailers to properly attach the end rails when transporting the trailers. That seemed really high to me.

I am sending a motion to the OFSRDC before the May meeting to make a decision if the Federation is going to keep the trailers at different location than my place or sell the trailers.

The trailers are regularly used by the Startlight Parade, St Paul Parade, Hubbard Hop Festival, Newberg Old Fashioned Days, Homer Davenport Days Parade and Aurora Colony Days parade. Lebanon Strawberry Festival uses the other trailer.



Motions for changes to Treasurer's Procedures

Presentation to State Meeting, May 14-15, 2016

By Lane Clem, Treasurer

Motion #1:

Revise the Practices and Procedures document, Pages V-11 to V-13, "FUNDS AND BUDGET ACCOUNT DESCRIPTIONS" adding the following funds along with their budget account descriptions: Charity Fund, Youth Fund, Youth Scholarship Fund, Midwinter Festival Loan Fund and Summer Festival Loan Fund. See attached revision detail.

Motion #2:

Add to the end of the "FUNDS AND BUDGET ACCOUNT DESCRIPTIONS" section of the Practices and Procedures document an item authorizing the treasurer to transfer funds between the various funds to ensure that each fund maintains a reasonable balance. See attached revision detail.

Motion #3:

Revise the Practices and Procedures document, Page V-9, Item #6 (lines 7 & 8), deleting the sentence, "Ensures all checks of the Federation have two (2) signatures."

Motion #4:

Revise the Practices and Procedures document, Page V-9, lines 10 & 11, deleting the requirement that the treasurer obtain authorization from the President or 1st Vice President in advance of billing and replacing it with a requirement that the treasurer ensure that all vouchers and expenditures in excess of \$200 are properly approved by as follows: a) It is an provided for in an approved budget, it is provided for in the Federation's By-Laws, it is provided for in the Federation's Practices & Procedures document, it has been voted on and approved by the Federation or it has been approved in writing by two or more executive officers of the Federation. See attached revision detail



Motions for changes to Treasurer's Procedures

Motion #5:

Revise the Practices and Procedures document, Page IV-7, Item 2 (line 17) deleting the requirement that all Expense Reimbursement forms must be turned in to the 1st Vice President for approval prior to being given to the Treasurer for reimbursement. See attached revision detail.



Motions for changes to Treasurer's Procedures

Revision Detail:

Motion #1:

Beginning at line 29...

1. General Fund
2. Special Project
3. Insurance
4. OFN
5. Charity
6. Youth
7. Youth Scholarship
8. Midwinter Festival Loan Fund
9. Summer Festival Loan Fund

The budget accounts are divided...

After line 41, add the following...

Charity Income Accounts:

1. **BENEFIT DANCE INCOME:** Includes income from any event organized specifically to raise money for charitable contribution.
2. **ODOT INCOME:** Includes revenue received from the Department of Motor Vehicles for specialty license plate renewals.
3. **MISCELLANEOUS:** Includes any funds designated by the Federation as earmarked for charitable contribution.

Charity Expense Accounts



Motions for changes to Treasurer's Procedures

1. CHARITY - DONATIONS: Includes donations made to any charitable organization such as Oregon Food Bank.

Youth Income Accounts:

1. YOUTH FUND MID-WINTER: Includes \$.50 per paid dancer at Mid-Winter Festival.
2. YOUTH SUMMER FESTIVAL: Includes \$.50 per paid dancer at Summer Festivals.
3. MISCELLANEOUS: Includes income from events specifically organized as fund raiser events for Youth activities.

Youth Expense Accounts:

1. YOUTH DANCE HELP: Includes expenses paid to assist youth to attend square dancing events.
2. MISCELLANEOUS: Includes expenses paid to promote square dancing among youth.

Youth Scholarship Income Accounts:

1. MISCELLANEOUS: Includes income from Youth Scholarship Benefit Dances; and other income directly earmarked for youth scholarships as well as funds transferred from the General Fund not to exceed \$500 annually.

Youth Scholarship Expense Accounts:

1. MISCELLANEOUS: Includes expenses directly related to providing scholarships funds to high school graduating seniors and college freshman.

Mid-Winter Loan Income Account:

1. ACCOUNTS RECEIVABLE - MID-WINTER: Includes payment received for Mid-Winter loan.

Mid-Winter Loan Expense Account:

1. ACCOUNTS RECEIVABLE - MID-WINTER: Includes pay-out of loan funds for Mid-Winter.

Summer Festival Loan Income Account:

1. ACCOUNTS RECEIVABLE - SUMMER FESTIVAL: Includes payment received for Summer Festival Loan.

Summer Festival Loan Expense Account:



Motions for changes to Treasurer's Procedures

1. ACCOUNTS RECEIVABLE - SUMMER FESTIVAL: Includes pay-out of loan fund for Summer Festival.

Motion #2:

Beginning after addition in Motion #1...

The Treasurer is authorized to transfer money from one fund to another in sufficient amounts to ensure a reasonable balance is maintained in all required funds. The Treasurer is authorized to transfer money from one bank account to another in sufficient amounts to ensure that the balance in the operating accounts remain sufficient to cover anticipated expenditures but not excessive to the point of losing out on reasonable interest revenue.

Motion #4:

6. Ensures that all vouchers and expenditures in excess of \$200 are pre-approved. Except in emergency situations involving payments of \$200 or less, the Treasurer issues no checks that have not been authorized by the President or 1st Vice president in advance of the billing except those authorized by: a) a specific item of an approved Federation budget; b) a specific article of the Federation's By-Laws; c) a specific provision of the Federation's Practices and Procedures Document; d) the approval of the Federation by vote; or e) written approval of two or more executive officers of the Federation.

Motion #5:

2. Expense reimbursement forms are available on the OFSRDC website, squaredance.gen.or.us and should be turned in to the ~~1st Vice President~~ **Treasurer** by the Saturday evening before the State Meetings.