

Part V. Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

Question 3a

All our officers are volunteers who work on an as-needed basis, generally a few hours a week. There are no required qualifications for any of the positions. Officers either draw on past experience or learn what they need to know on the job.

The names and duties of our officers are as follows:

- President (Melinda Morang): Chair all meetings of the Board as a voting member, oversee all operating activities and details to ensure successful performances by the orchestra in accordance with the orchestra's mission, appoint committees and delegate tasks as required, be the primary communicator with the orchestra members about organizational matters, be a Legal Signatory for the RCO.
- Vice-President ([removed for privacy]): Serve as an advisor to the President, head committees as needed, and temporarily assume the President's duties when the President is unavailable. In the event of the President's resignation or removal, the Vice President will assume the role of President until the next Board election. Be a Legal Signatory for the RCO.
- Secretary ([removed for privacy]): Write, share, and archive Board meeting minutes and shall maintain a record of group activities, such as concerts performed and repertoire played.
- Treasurer ([removed for privacy]): Be responsible for the financial activities of the RCO, including managing bank accounts, preparing budgets, tracking income and expenditures, and distributing Board-approved reimbursements for orchestra-related expenses. Shall file all necessary Federal and State tax returns and financial forms in a timely manner. Be a Legal Signatory for the RCO. Shall have custody of and shall have the power to endorse for transfer on behalf of the Corporation, stock, securities, or other investment instruments owned by the Corporation.
- Personnel Manager ([removed for privacy]): Ensure that the orchestra's personnel needs are met, maintain the orchestra roster and seating chart, take attendance at rehearsals, and communicate with existing and potential musicians regarding their membership.
- Librarian ([removed for privacy]): Acquire, prepare, distribute, and collect the musical score and parts for RCO concerts and will maintain the orchestra's music library.
- Publicity Director ([removed for privacy]): Be in charge of publicizing RCO concerts and other events and will be the RCO's point of contact for members of the public, the audience, and the media.

Redlands Community Orchestra (EIN 46-4287462)
Form 1023
Attachment

Part IX. Financial Data
Itemized list for Expenses #23

We estimate the operating expenses for a typical concert season to include the following:

| Expenses | | | 2563 |
|------------------------------------|----------------|--------|-------------|
| Item | Times per year | Amount | Total |
| Music rental/purchase | 1 | 1200 | 1200 |
| Printing: Toner cartridge | 1 | 56 | 56 |
| Printing: Paper for music & fliers | 3 | 10 | 30 |
| Printing: Color posters | 3 | 38 | 114 |
| Printing: Programs | 3 | 200 | 600 |
| Market night supplies | 3 | 20 | 60 |
| Postage and mailing | 1 | 40 | 40 |
| Piano tuning | 1 | 75 | 75 |
| Christmas Parade: entry fee | 1 | 40 | 40 |
| Christmas Parade: trailer rental | 1 | 50 | 50 |
| Christmas Parade: float supplies | 1 | 50 | 50 |
| Domain name registration | 1 | 18 | 18 |
| PO Box rental | 1 | 80 | 80 |
| Miscellaneous publicity costs | 3 | 50 | 150 |

For the 2014 tax year, we have the additional expenses of the \$30 State of California incorporation fee as well as the \$400 fee for this federal 501(c)(3) application. However, we are spending less money on music rental and purchase this year (approximately \$570).

Eventually, we would like to start an annual youth concerto competition, and the winner would receive a cash prize of \$500. If funds allow, we would like to implement this competition in the 2016 tax year (the 2015-2016 concert season).

We also hope to build up a small cash reserve of about \$1500 for miscellaneous unexpected expenses or special projects. At the end of our concert season, any funds we hold in excess of the budget for the coming season will be placed in the reserve until we have reached this limit. We estimate this to take several years.