



## 2018 Finance and Budget Committee

Chair: Christine Citrano - Naples

Vice Chair: Amy Snook - Greater Palm Beach Area

Line Officer Liaison:

### Members:

Amy Snook - Greater Palm Beach

Andrew Bell - Jacksonville

Cindy DeCoster - Orlando

Sandra Fernandez - Miami-Dade

Charmaine Hickey - St. Lucie Co.

Tracy Lee Wood - Emerald Coast

Susan Hubly - Naples

Susanna Madden - Tampa

Natalie Arrowsmith - Orlando

Audrey Lackie - Jacksonville

Rory Dubin - Jacksonville

Pamela Tarver - South Lake

Venus Proffer - Broward

Dinorah Guerra - Miami-Dade

Paige Brewer - Daytona Beach

Pamela Banks - Greater Palm Beach

### Purpose:

Prepare any revisions to the Florida State Chapter Budget for review by the committee and approval of the Governing Board. Prepare an annual proposed budget for the upcoming year for review by the Committee and approval by the Governing Board at the Mid-Year Meeting (August). Review the budget and actual expenditures with the State President on a monthly basis. Maintain a strong reserve fund.

Assist Committees, Line Officers, Governors and District Vice Presidents by informing them of the status of their funding and current budget balances with the issuance of each reimbursement check.

An Audit Committee shall be appointed to audit the previous year's books twice a year, at the August meeting and January of the year just ended. The results will be presented at the Finance and Budget meeting at the governing board and general meeting.

### Specific Goals for 2018:

- Study and report on the financial status and current investments of the Florida State Chapter for presentation to the Committee and Governing Board.
- Prepare any revisions to the Florida State Chapter Budget for review by the Committee and approval of the Governing Board.
- Prepare a proposed budget with the State President-Elect in July for presentation to the Committee and approval of the Governing Board at the Mid-Year meeting (August).
- Monitor that tax and incorporation filing are completed annually.
- Review accounting firm performance yearly or as needed. Set guidelines for the expectations from the accountant.
- Consult with the State President-Elect and Vice President regarding sponsorship money and commitments.
- Instruct the Finance and Budget committee to appoint an audit committee for the two audits.