



**Annual Plan of Work
January 1, 2019 – December 31, 2019**

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| Committee Name | Finance Committee |
| Committee Members | Members: Diane Craig – University of Florida, Rich Poling – Arkansas (Ex Officio), Joni Rippee – University of California, and Suzanna Windon – The Pennsylvania State University (Chair) |

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| Please provide a brief scope of work of the committee. | The NAEPSDP Finance Committee will prepare and present to the Board of Directors an annual budget and monitor the expenditures of the association during the year. The Finance Committee will also coordinate the financial aspects of any fund development activities of the Association, including fundraising activities and donations. A subcommittee of the Finance Committee will conduct a review of the Association’s financial records annually, and at any change in the office of the Association Treasurer, and report to the Board of Directors and the Association membership the findings of that review at the annual meeting of the Association. |
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| Specific Item to Accomplish | Responsibility (Names of people assigned to item) | Key Contact (Person who will serve as a key contact for item) | Goal Date (Anticipated completion date) | Completion Date (to be filled in when completed) |
|---|--|--|--|---|
| Review and revise, as needed, fiscal policies and procedures for the Association’s Operating Procedure Handbook and present to the Board of Directors for approval. | Total Committee | Suzanna Windon | November 1, 2019 | |
| Review the proposed 2019 Association budget, revise based on committee budget requests, and present to the Board of Directors for approval. | Total Committee | Suzanna Windon | March 2019 Board Meeting | |

| Specific Item to Accomplish | Responsibility (Names of people assigned to item) | Key Contact (Person who will serve as a key contact for item) | Goal Date (Anticipated completion date) | Completion Date (to be filled in when completed) |
|---|--|--|---|---|
| Conduct annual review of the Association's 2019 financial records, submit financial review report to the President and Secretary, and report findings to the Board of Directors at the January Association Board meeting. Findings will also be reported to Association membership at the annual meeting. | Total Committee | Suzanna Windon | January 2019 Association Board meeting and 2019 annual meeting of the Association | January 2019 |
| Coordinate the financial aspects of fund development activities of the Association, including fundraising activities and donations (as needed) | Total Committee | Rich Poling and Diane Craig | To be determined | |
| Oversee the completion and submission of Association tax forms | Rich Poling and Suzanna Windon | Rich Poling and Suzanna Windon | May 15, 2019 | |
| Budget Request | \$0 | | | |