



**Annual Plan of Work
January 1, 2021 – December 31, 2021**

Committee Name	Finance Committee
Committee Members	Members: Diane Craig – University of Florida, Rich Poling – Arkansas, Julie Robinson – University of Arkansas, Joni Rippee – University of California, Suzanna Windon – The Pennsylvania State University (Chair), Meredith Weinstein – North Carolina State University (Treasurer, Ex Officio)

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 the annual proposed Association budget, revise based on committee budget requests, and present to the Board of Directors for approval.	Total Committee	Suzanna Windon	March 2021 Board Meeting	
Conduct annual review of the Association’s annual 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 2021 Association Board meeting and 2021 annual meeting of the Association	January 13, 2021

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)
Coordinate the financial aspects of fund development activities of the Association, including fundraising activities and donations (as needed)	Total Committee	Rich Poling, Diane Craig, Meredith Weinstein, Joni Rippee	To be determined	
Oversee the completion and submission of Association tax forms	Meredith Weinstein, Rich Poling, Julie Robinson, and Suzanna Windon	Meredith Weinstein, Rich Poling and Suzanna Windon	May 15, 2021	

Budget Request	\$250 for the purchase of electronic tax preparation service to complete and submit the Association's Federal tax forms			
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