

FINANCE COMMITTEE REPORT – DECEMBER 2018

During the Month of December, the Finance Committee met 3 times and worked on the following projects and tasks.

1. Reviewed the Monthly Financial Statements for November (received Dec 21st) which are now posted in the repository under Treasurer's report. – **Completed**
2. Added a new ACA intergroup member with business finance experience from New York to the Finance Committee.
3. Discussed the recently created Travel Forms and moved them out of committee and sent them on to the board for adoption. – **Completed**
4. Began assembling the various committee 2019 budget submittals for compilation into a draft organizational budget – **In Progress**
5. Reviewed the 2019 Officers and Directors liability insurance policy and recommended its renewal to the board of trustees. – **Completed**
6. Continued to add content to the accounting manual that is being created by documenting the payroll management process including downloading the time clock data and preparing it for the external accounting service provider. - **In Progress**
7. Had a lengthy discussion about having an outside auditing firm perform a review instead of a full audit this year to keep our financial and inventory assurance intact between full audits. Moved the recommendation out of committee and to the full board for approval. – **The review was approved by the board and is in Progress.**
8. Created and sent out an end of year request letter via Mail Chimp to raise awareness about the need for WSO support by the groups and members via 7th Tradition contributions. - **Completed**

In Service,

Bill D., Treasurer and Finance Committee Chair

Mary Jo L., Board Chair and past Treasurer

Lucia S. – Florida

Dawn M. – New York