

FINANCE COMMITTEE REPORT – JANUARY 2019

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

1. Reviewed the Monthly Financial Statements for December (received Jan 21st) which are now posted in the repository under Treasurer's report. – **Completed**
2. Added Pat H, the Treasurer-Elect 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 reviewing the draft 2019 budget - **In Progress**
5. 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**
6. Received board approval for an outside auditing firm to perform a review instead of a full audit this year to keep our financial and inventory assurance intact between full audits. – **Review work in progress**
7. Prepared and sent an RFP for CPA accounting services to the board for approval. The board approved the RFP and it is being sent to CPA firms in the area of our office – **In progress**

In Service,

Bill D., Treasurer and Finance Committee Chair
Mary Jo L., Board Chair and past Treasurer
Lucia S. – Florida
Dawn M. – New York