



Reporting Committee: Finance Committee

Committee Chair/Co-Chair: Soror Gina Osborne

Committee Members Present: Sorors Tracey Floyd, Lisa Ingram and Gwen Bowman

Meeting Date: Sunday, May 17th, 2019 at the SVRC Marketplace (2nd Floor)

Agenda Items:

- **Opening Prayer**
- **2019/2020 Chapter Planned Events** - Soror President communicated to keep the same events and Chairs for the next Fiscal Year budget process pending changes from out of the Strategic Planning Committee. The Committee then reviewed the current Chapter Calendar to note activities and any known items that should be considered for the next fiscal year budget. A couple of items noted were as follows:
 - For there to be sufficient budget to cover Chapter Ads in annual community events programs.
 - Committees having sufficient printing cost for flyers and mailings for its next fiscal year event.
- **Next Fiscal Year Budget Process & Timeline** – the prior budget format and gathering of data were discussed along with a summary provided by Soror President of key Executive Board and Chapter reviews leading up to the June vote. The Committee discussed and outlined the following:
 - The committee budget template format and instructions to be distributed to chairs along with information needed from them for the Finance Committee’s review when consolidating and preparing a recommended budget.
 - Making training available to committee chairs and what to cover during the session, if assistance is needed.
 - Dates and times for the budget process.
- **Chapter Policies and Procedures and Finance Handbook Updates** - Committee members were asked to take time to review the Policy and Procedure changes in the Portal since recommended updates to the handbook were not voted on at the February Chapter meeting, However, it was approved for changes to be made to the handbook to coincide with revisions to the Chapters policies and procedures revisions. And, based on changes recommended from audits.
- **For the Good of the Order** - The committee was informed that budget increases for the Technology and Sisterhood Committee were approved at the March Chapter meeting.



2019 – 2020 Fiscal Year Budget Timeline

- **Wednesday, April 3rd** - Finance Committee Budget Packet Review - Conference Call
- **Friday, April 5th** - Budget Packets w/Instructions Emailed to Committee Chairs
- **Wednesday, April 17th - Committee Chairs Budget Forms Training**
 - Time: 6:30 to 8:30PM
 - Location: SVRC 2nd Floor Board Room
 - Training Presenters: Sorors Osborne & Floyd
- **Saturday, April 20th - Committee Budgets Remitted to Treasurer**
- **Wednesday, April 22nd** - Finance Committee Meeting for Budget Review, Development & Recommendation
- **Thursday, April 25th** - Recommended Budget emailed to Executive Board
- **Tuesday April 30^h** - Budget presented to Executive Board
- **Saturday, May 4th - Budget presented to Chapter**
- **Wednesday, May 21st** - Finance Committee Balanced Budget Meeting – Conference Call
- **Sunday, May 26th** - Balanced Budget emailed to Executive Board
- **Tuesday, May 28th** - Balanced Budget presented to Executive Board
- **Saturday, JUNE 1ST at 2:30pm (after Crimson & Crème Brunch) CHAPTER Vote**

*Finance Committee Meetings allotted dates are subject to change.

Is a formal motion needed? Yes NO

Formal Motion to the Chapter (state the motion below, only when presenting a formal motion for the Chapter consideration at the upcoming Chapter Meeting)

Prepared by: Soror Gina Osborne

Date: April 1, 2019