

Budget & Finance

Committee Responsibilities: This committee is chaired by the FACAA Treasurer and is responsible for developing the association budget for the coming fiscal year to be presented at the Annual Membership meeting and included in the FACAA Annual Report.

Monthly Duties:

October: Welcome committee members and outline expected duties and timeframe. Collect dues, deposit funds, pay approved bills.

November: Collect dues, deposit funds, pay approved bills.

December: Collect dues, deposit funds, pay approved bills. Prepare Quarterly Report (Aug-Oct).

January: Collect dues, deposit funds, pay approved bills.

February: Collect dues, deposit funds, pay approved bills.

March: Collect dues, deposit funds, pay approved bills. Prepare Quarterly Report (Nov-Jan).

April: Collect dues, deposit funds, pay approved bills.

May: Collect dues, deposit funds, pay approved bills. Contact President Elect for budget needs for coming year. Contact others members who might have budget requests. Prepare Quarterly Report (Feb-Apr).

June:

July: Submit committee report to Chair of FACAA Annual Report.

August:

September: Prepare Quarterly Report (May-July). Prepare Treasurers Annual Report (August-July). Present budget requests to Executive Committee. Work with Executive Committee to prepare balanced budget. Present budget to membership for approval.

Important Deadlines:

✦ July - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: N/A