



## Finance Committee 2020 Work Plan

Task	Priority	Lead	Assist	Initial Due Date	Target Completion	Status
<b>Accounting</b>						
Draft 2020 Budget	H	Bridget	FC	Nov '19	Dec '19	
Develop local endowment fund accounting & tracking model	L	Terry	Bridget, Judy	Sept. '19	2021	
Set up depreciation for Gator	H3	Terry	Bridget	Q1 '20	March '20	
<b>Policy</b>						
Draft Standard Control Guidelines	L	Terry	FC	Dec '19	Dec '20	
<b>Forecasting</b>						
Develop operational cash flow and income statement with restricted and unrestricted funds separated	H1	Terry	FC	Dec '19	Dec '20	
Integrate monthly financial forecast with 5 year financial forecast	H2	Terry	George	2019	Dec '20	
<b>Investments</b>						
Research short term rates for bank accounts & CDs	M	Bridget & Judy	FC	June '19	Dec '19	
Research bank move	H	FC	BOD	Jan '20	May '20	
Evaluate timing for spending restricted funds	L	Bridget	Judy	June '19	2021	
Invest monies in short term instruments	L	Bridget & Judy	FC	June '19	2021	
<b>Committee Support</b>						
<b>Development Committee</b>						
Goal tracking & reporting		Staff	Terry	As needed	As needed	
Contact database	H	Staff	NA	Dec '19	Q1 '20	
Targets & Events	H	DC & Staff	FC	Q1 '20	Q1 '20	
<b>Lands Committee</b>						
Goal tracking & reporting	TBD	DC	LC	As needed	As needed	
<b>Committee</b>						
Annual report	H	Staff	Terry	Late Feb.	March '20	
Grant Tracking		Staff	FC	Ongoing	Ongoing	

*Members: Terry Newcomb (chair), Karen Horrell, George Schenkel, Judy Greffin*