



## Finance Committee 2021 Work Plan

	Task	Priority	Lead	Assist	Initial Due Date	Target Completion	Status
<b>Accounting</b>							
1	Convert to Online QuickBooks	H	Bridget	Terry	31-Jan	31-Jan	
2	Implement accrual accounting	H	Bridget	CPA, Terry	31-Mar	31-Mar	
3	Set up depreciation for Gator	M	Terry & Bridget	CPA	1-Jul	1-Jul	
4	Develop local endowment fund accounting & tracking model	L	Judy	Bridget, Terry	2022	2022	
5	Draft 2022 Budget	H	Bridget	Terry	19-Nov	17-Dec	
<b>Policy</b>							
1	Draft Standard Internal Controls	L	Rob	Terry, Bridget	TBD	TBD	
2	Review Investment Policy	M	Judy	Bridget	21-Jan	21-Jan	
<b>Forecasting</b>							
1	Develop operational cash flow	H	Terry	Bridget	30-Sep	30-Sep	
2	Integrate monthly financial forecast with 5 year financial forecast	H	Terry	George, Bridget	31-Aug	31-Aug	
<b>Investments</b>							
1	Invest monies in short term instruments	H	Judy	Bridget, Terry	28-Feb	28-Feb	
<b>Committee Support</b>							
1	<b>Development Committee</b>						
a.	Goal tracking & reporting		Staff	Terry	As needed	As needed	
b.	Targets & Events		DC & Staff	FC	As needed	As needed	
2	<b>Lands Committee</b>						
a.	Goal tracking & reporting		DC	LC	As needed	As needed	
3	<b>Committee</b>						
a.	Annual report	H	Staff	Terry	1-Mar	1-Mar	

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