



Finance Committee 2022 Work Plan

Task	Priority	Lead	Assist	Initial Due Date	Target Completion	Status	
Accounting							
1	Develop endowment tracking model	L	Bridget, Terry	Judy	30-Jun	30-Nov	
2	Complete and Submit 2021 990 Tax Return	H	Bridget, Terry	Karen	1-Apr	5-May	
3	Draft 2023 Budget	H	Bridget, new Treasurer	FC	15-Oct	15-Dec	
Annual Review - Controls and Policy							
1	Investment and Spending Policy	H	Judy	FC		31-Mar	
2	Risk Assessment	H	Tim	FC		31-May	
3	Insurance	H	Susan	FC		30-Jun	
4	Internal controls	H	Treasurer	FC		30-Sep	
Investments							
1	Research short term rates for bank accounts & CDs	L	Bridget & Judy	FC		3/31/2023	
2	Research/evaluate bank move	M	FC	BOD		5/31/2023	
Forecasting							
1	Develop quarterly operational cash flow report by fund type	M	Tim	Terry	22-Dec	22-Dec	
2	Implement monthly year-end financial forecast; integrate with 5 year	L	Terry	George	22-Dec	22-Dec	
Other							
1	Annual report	H	Bridget	Terry	1-Mar	20-Apr	
2	Committee Support	L	TBD	FC	As needed	As needed	

Members: Terry Newcomb (chair), Karen Horrell, George Schenkel, Judy Greffin, Tim McArdle, Susan Connett