



Finance Committee 2024 Work Plan

Task	Priority	Lead	Assist	Target Completion	Status	
Accounting						
1	Complete and Submit 2023 990 Tax Return	H	Susan	Tim	15-May	
2	Evaluate accounting service	M	Caroline	Susan	21-Oct	
3	Draft 2025 Budget	H	Caroline	Tim	15-Dec	
A						
1	Investment and Spending Policy	H	Judy	Judy	31-Mar	
2	Risk Assessment	H	Tim	FC & Bod	31-May	
3	Insurance (create a & b - 15-Sept)	H	Susan	Karen	30-Jun	
4	Internal controls	H	Tim	Caroline/Susan	31-Mar	
F						
1	Review Land Trust Alliance Land Stewardship Forecasting	M	Karen	Caroline	30-Sep	
2	Implement monthly year-end financial forecast; integrate with 5 year financial forecast	M	Tim	Terry/Caroline	30-Sep	
O						
1	Annual report	H	Caroline	Terry	April	
2	Committee Support	L	Caroline	FC	As needed	Ongoing

Members: Tim McArdle (chair), Susan Connett, Judy Greffin, Karen Horrell, Terry Newcomb, Caroline Barth (Executive Director), Doug Mulvaney (ex-officio)