

## Conference for Food Protection – Committee Periodic Report

*Template approved: 04/20/2016*

### **Committee Reports are considered DRAFT until accepted by the Executive Board**

*The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.*

*Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.*

**COMMITTEE NAME:** Finance Committee

**DATE OF REPORT:**  *Initial fall progress report*     *Spring progress report*     *Second fall progress report*

**Date submitted:** 8/8/2021

**Date amended (if applicable):** [Click here to enter a date.](#)

**Date accepted by Executive Board:** [Click here to enter a date.](#)

**COMMITTEE ASSIGNMENT:**     *Council I*     *Council II*     *Council III*     *Executive Board*

**REPORT SUBMITTED BY:** Terry Levee-chair, Steve Moris- Vice chair

**COMMITTEE CHARGE(S):** Constitutional Charge from Article XV Duties of the Committees, Section 8, Subsection 1:

The Finance Committee responsibilities include:

**a. Budgeting and Financial Planning**

1. Develop an annual operating budget with staff.
2. Approve the budget within the finance committee.
3. Monitor adherence to the budget.
4. Set long-range financial goals along with funding strategies to achieve them.
5. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
6. Present all financial goals and proposals to the CFP's Executive Board for approval.

**b. Reporting**

1. Develop useful and readable report formats with staff.
2. Work with staff to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Work with staff to understand the implications of the reports.
4. Present the financial reports to the full board.

**c. Internal Controls and Accountability Policies**

1. Create, approve, and update (as necessary) policies that help ensure the assets of the Conference are protected.
2. Ensure policies and procedures for financial transactions are documented in a manual, and the manual is reviewed annually, and updated as necessary
3. Ensure approved financial policies and procedures are being followed.

**PLAN AND TIMELINE:**

The overall committee has not done much since our last periodic report due to covid with most of the budget being set for the 2020 meeting carrying over to 2021. Unfortunately, any specific work that was done was done by me as it was mainly sitting in on other committee meetings or review of the quarterly expenses. However many of the finance committee members do sit on the executive board and participated on all board level discussions and decisions.

**COMMITTEE ACTIVITIES:**

**1. Dates of committee meetings or conference calls:**

- With the cancellation of the conference and several calls, the Finance Committee did have some minor activity before and leading up to the Conference.
  - As chair of the finance committee I did attend discussions via conference calls and emails with the Sponsorship and Strategic Planning Committees leading up to the conference.

**2. Overview of committee activities:**

- I participated in calls featuring discussions with the Sponsorship and Strategic Planning Committees months leading up to the conference.
  - Mainly those discussions centered around monies needed and budgets set for various activities for both committees

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- With many of the committee members being on the executive board plenty of discussion happened on the proposed budget throughout the treasures report, submission of a budget and subsequent discussions.
- Being that several of the committee members serve dual roles on the Audit committee, emails were exchanged and discussed regarding the assistance to the Audit Committee

3. **Charges COMPLETED and the rationale for each specific recommendation:**

- a. Yes

4. **Status of charges still PENDING and activities yet to be completed:**

- a. Any pending charges will need to be carried over

COMMITTEE REQUESTED ACTION FOR EXECUTIVE BOARD:  *No requested action at this time*

- 1. Acknowledge Finance Committee progress report

ATTACHMENTS:

1. **Content Documents:**

- a. **Committee Member Roster:**  *See changes noted above under “requested action”*  *No changes to previously approved roster*  
“Committee Members Template” (Excel) available at: [www.foodprotect.org/work/](http://www.foodprotect.org/work/) Committee roster to be submitted as a PDF attachment to this report.
- b. **Committee Generated Content Documents (OPTIONAL):**  *No draft content documents submitted at this time*

- 2. **Supporting Attachments (OPTIONAL):**  *Not applicable*