

Conference for Food Protection – Committee Periodic Report

Template approved: 04/20/2016

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COMMITTEE NAME: Finance Committee

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

Date submitted: 8/4/2017

Date amended (if applicable): 34T

Date accepted by Executive Board: 34T

COMMITTEE ASSIGNMENT: Council I Council II Council III Executive Board

REPORT SUBMITTED BY: Terry Levee

COMMITTEE CHARGE(S): Please see attachment titled- Finance Committee Duties and Responsibilities

Issue # _____

- 1.
- 2.

Issue # _____

- 1.
- 2.

COMMITTEE WORK PLAN AND TIMELINE:

PLEASE SEE ATTACHMENT TITLED- MINUTES FROM THE CFP FINANCE COMMITTEE CALL ON MAY 22 AND JULY 18, 2017.

COMMITTEE ACTIVITIES: **Dates of committee meetings or conference calls:**

1. *Overview of committee activities:*

PLEASE SEE ATTACHMENT TITLED- MINUTES FROM THE CFP FINANCE COMMITTEE Call on May 22 and July 18, 2017

2. **Charges COMPLETED and the rationale for each specific recommendation:**
 - a. *The Finance Committee continues to work on fulfilling its duties and responsibilities.*
 - b. *A policy titled "Invoice Approval Policy" has been submitted and seeking approval at this Executive Board meeting.*
3. **Status of charges still PENDING and activities yet to be completed:**
 - a.

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

1. *A policy titled "Invoice Approval Policy" has been submitted at this EX. Bd. Meeting and the committee is asking that it be approved.*

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/ 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
3. **Supporting Attachments (OPTIONAL):** Not applicable

Please see attachment titled- Finance Committee Duties and Responsibilities