

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: 3/6/2019

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 committee usually becomes more active in the back half of the year as the audit committee has finished the books and we push to work with the Executive Treasurer on the upcoming conference

COMMITTEE ACTIVITIES:

1. Dates of committee meetings or conference calls:

- Our initial committee call was in October 2018. A spring call is in the process of being set up to discuss work of the subcommittees.
- Multiple calls from November until March with the subcommittee's amongst themselves.
- Subcommittee 1- determine how to enhance the member/attendee experience
- Subcommittee 2- How to keep CFP relevant to outside groups
- Subcommittee 3 how to best continue to fund CFP while working with the Strategic Planning and Sponsorship committees

2. Overview of committee activities:

- Subcommittee 1: basic ideas and thoughts were to have more onsite networking receptions and continue to find new ways to enhance the

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group Reception. Another thought which would tie into # 3 was to do something like a 50/50 raffle, sell CFP related merchandise (caps, shirts, jewelry, etc) and a bingo night (old AFDO)

- Subcommittee 2: Work with outside conferences to see if we can do an exhibit or booth at a comped or inexpensive rate. Those conferences that were discussed were All regional FDA conferences, IAFF, All regional AFDO and national AFDO
- Subcommittee 3: Outside of those ideas mentioned in Subcommittee 1, the other one was to work with trade associations to get the federal agencies to appropriate money through the budget as a line item (vs a grant) to help fund travel for CFP state and local attendees.

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

- a. None to date

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

- a. All activities and charges still pending

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/ 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*