

**National Association of Community Development Extension Professionals (NACDEP)**

**Finance Committee Chair Playbook**

The Finance Chair is appointed by the NACDEP President to serve on a year-to-year basis. The Chair is responsible for leading the NACDEP Finance Committee is to help ensure the financial health of NACDEP through good budgeting and financial integrity. The Finance Chair attends and provides reports at the monthly NACDEP Board meetings. Other tasks include:

**Annual Budget:**

The Finance Chair works with members of the Finance Committee and the Treasurer usually between October-December to develop an annual budget that supports the goals and objectives of NACDEP. The Chair leads the process to develop a budget that includes revenue projections, including the annual conference revenues, membership revenues and other sources. A projection of expenses is also developed and, where necessary, adjustments are made to add or remove line items. The goal is a balanced budget that also reflects a cash reserve of $75,000.

The budget is an annual plan that is prepared by the Finance Committee and reviewed and adopted by the Executive Committee no later than January of each year.

**Random Audit:**

To support financial integrity of the organization, the Finance Chair works with members of the committee to conduct at least one random, informal audit per year and reports the findings to the NACDEP Executive Board. This report is an informal audit conducted on the financial statements and transactions. The audit should be conducted at the behest of the committee chair anytime during the year. A typical audit scenario would include the following comparisons:

1. Reconciliation of General Ledger bank balances with bank statement balances.
2. Reconciliation of General Ledger savings account balance with bank statement balances.
3. Comparison of itemized credit card charges with General Ledger entries (both expenses and payments).
4. Comparison of the scholarship account balance before and after the annual conference using monthly financial reports and the general ledger.

The random audit results are put into report format and shared with the Treasurer and Executive Committee annually.

**Review Formal Audit:**

The Chair works with the members of the Committee and Treasurer to review an external CPA audit which is conducted every three years. The audit involves a complete examination of financial transactions and procedures. The formal audit is useful to the Finance Chair and Committee in verifying procedures and/or guiding establishment of revised or new financial practices or procedures.

**Advise the Board:**

The Finance Chair works with the members of the Committee and in coordination with other committee chairs to advise the Board about ideas to grow revenues and maintain a strong fiscal footing. As an example, the Finance Committee has conducted a comparison of membership and conference fees with other like organizations to identify any potential opportunities for revenue enhancement. Other similar tasks related to the organization’s financial integrity and/or growth are periodically conducted at the suggestion of the President, Treasurer or other board members and/or members of the Finance Committee.