

# 2026 FINANCE PLAN

**Committee Meeting:** Second Tuesday of the scheduled month.

**Time:** 1:00 pm Central Time

**Dates:** January 13, March 10, May 12 , July 7, September 8, November 10

## PURPOSE

Oversees the development of budgets; reviews and recommends approval of an annual operating and conference budget(s); regularly reviews financial results; ensures the maintenance of an appropriate capital structure; ensures accurate tracking, monitoring and accountability of funds and investments; ensures adequate financial controls; reviews and recommends approval of financial statements; reviews and monitors contracts, grants and investment strategies.

## ROLES AND RESPONSIBILITIES

1. To review monthly finance reports and report to the Board
2. To control financial operations within the limits of the approved budget
3. To annually submit objectives as part of the planning and budgeting process
4. To prepare financial and revenue projections for the yearly budget and make recommendations for achieving a balanced budget
5. To maintain a Revenue Fund Development Plan for the Association
6. To oversee investments of the Association and make recommendations to the Board for investment goals and objectives
7. To evaluate the implementation of fiscal objectives and submit changes as required
8. To oversee the reporting to the IRS and other agencies and organizations that may provide financial support to the Association
9. To secure an annual audit and recommend improvements to the Board
10. To maintain an Operating Reserve Fund, oversee the use of funds, and provide reports to the board on the use and replenishment of the fund.

## BUDGETING AND FINANCIAL PLANNING

### OPERATION'S BUDGET

Draft a proposed operating budget of projected annual revenue and expenses	SEPTEMBER
Review prior year's conference budget	
PAC	
Present to Executive Committee	SEPTEMBER
Present to the full board during the annual board meeting for discussion and approval	OCTOBER

### CONFERENCE BUDGET

Review draft conference budget from Education Committee	APRIL
Present draft budget to the full board for approval	MAY
Develop final conference budget	AUGUST
Present final conference budget to the full board	OCTOBER

## INVESTMENTS

CONDUCT PERFORMANCE REVIEW OF THE INVESTMENT MANAGER	NOVEMBER
REVIEW INVESTMENT OBJECTIVES AND ASSET ALLOCATIONS	DECEMBER

**FUND DEVELOPMENT PLAN**

**MEMBERSHIP**

\*Covered in the membership plan.

**PLANNERS**

Solicit advertisers – evaluate ad costs to cover printing costs .....	APRIL
Planner layout/design – order new digital paper from etsy, update useful info and calendars .....	APRIL
Take orders from programs .....	APRIL/MAY
Order planners .....	MAY
Deliver planners (Ship/conference) .....	JUNE
Sell online/At conference .....	JUNE

**SILENT AUCTION**

Solicit items from all member programs – better marketing .....	APRIL/MAY
Recruit staff to man the auction room .....	APRIL/MAY

**RAFFLE**

Find 1-2 items for the raffle .....	APRIL/MAY
Volunteers to sell tickets at the conference .....	APRIL/MAY

**PROMOTIONAL MATERIALS (BEADWORK, T-SHIRTS, WATER BOTTLES, ETC.)**

Develop plan for promotional material sales (attach when complete) .....	JANUARY
Review inventory for conference sales .....	APRIL
Update the online shop on website .....	ONGOING

**T-SHIRTS/SWEATSHIRT**

Determine types of shirts .....	JANUARY
Artwork .....	FEBRUARY/AUGUST
Send order flyer to programs.....	MARCH/SEPTEMBER
Order shirts .....	APRIL/OCTOBER
Ship order.....	MAY/DECEMBER
Sell online/At conference .....	JUNE

**ZONE CHALLENGE**

Create tracking sign, gather and label containers .....	MAY
Promote at conference during general sessions and in program.....	JUNE
Announce winning zone at closing session and in August newsletter.....	JUNE

**GENERAL DONATIONS**

Draft letter and ask board members, associate members, directors, and friends to donate .....	OCTOBER
Board Meeting Collection at each Face to Face meeting .....	MARCH/JUNE/OCTOBER
Create an AIAN Child Advocacy Fund Template Letter for Board and Directors to send to their vendors .....	JULY

**TRIBAL/CASINO DONATIONS**

Draft a letter to tribes requesting support. Highlight past success and list current issues. Specifically request amounts.	
Update email/ mailing address for tribal leaders (HSES, NCAI, BIA, etc).....	SEPTEMBER
Send requests and CC Directors.....	OCTOBER

Mail Thank You letter and gift .....Ongoing  
Recognize Tribes in Newsletter and on Website ..... NOVEMBER

## FOUNDATION/GRANTS

Compile basic information needed to apply for grants ..... ONGOING  
Identify possible foundations/grants that offer opportunities to support organizations strategic directions ..... JANUARY  
Work with Consultant and committees to write grant proposals ..... ONGOING

## FINANCIAL REPORTING

CHECK REGISTER MONTHLY  
REVENUE REPORT MONTHLY  
EXPENSE REPORT MONTHLY  
INVESTMENT REPORT MONTHLY  
YEARLY FINANCIAL REPORT AT THE ANNUAL MEMBERSHIP MEETING MAY  
FUND DEVELOPMENT REPORT DECEMBER

## INTERNAL CONTROLS AND ACCOUNTABILITY POLICIES

REVIEW POLICIES AND PROCEDURES JULY  
DIRECTORS' AND OFFICERS' LIABILITY INSURANCE MAY

## COMPILATION REPORT AND IRS REPORTING

ACCOUNTANT'S COMPILATION AND IRS REPORT JUNE  
Collect and send financial information to accountant ..... JANUARY  
Bank statements, Check Register, Monthly Investment Reports, Board Directory, # of 1099s  
Review draft IRS 990 form and present to board ..... SEPTEMBER  
Accountant will present IRS 990 and Compilation report to board ..... OCTOBER