

# 2022 FINANCE PLAN

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

**Time:** 1:00 pm

**Dates:** January 11, March 8, May 10, July 12, September 6\*, November 8

*\*moved to first Tuesday in order to precede the monthly board meeting*

## 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	
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
EXAMINE CASH CARRYOVER FOR INVESTMENT	JANUARY

## 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

## 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

## AIAN CHILD ADVOCACY FUND PROGRAM DONATIONS

Draft a letter to go with the packet. Talk about past success with reauthorization and money raised .....	JANUARY
Send out packets with letters .....	FEBRUARY/OCTOBER
Reminder .....	MARCH
Reminder .....	NOVEMBER
Recognize programs in newsletter and on website .....	MAY/NOVEMBER

## GENERAL DONATIONS

Run a donation campaign on Facebook.....	JANUARY
Send "Importance of AIAN Head Start" to vendors/partners with request for donations.....	AUGUST
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).....	FEBRUARY/SEPTEMBER
Send requests and CC Directors.....	MARCH/OCTOBER
Mail Thank You letter and Cling.....	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

**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 .....	JUNE
Accountant will present IRS 990 and Compilation report to board.....	JULY