



AAUW CALIFORNIA QUARTERLY COMMITTEE REPORT

COMMITTEE: Finance

SUBMITTED BY: Patricia Ferrer, CFO

DATE: 09/28/2016

Bullets for top priority items accomplished (including completion dates):

- Spreadsheet prepared for insurance and Fund assessment billings sent to Kim for preparation by XXXX
- Transitioned to QuickBooks on-line on 7/8/2016
- FY 2016-2017 budget approved and transmitted to all board members on XXX
- Boxed all 2015/2016 paper files and prepared for shipping to Sacramento on 9/24/2016.

Bullets for upcoming top priority items (including target completion dates):

- Complete documentation support file for review as requested by CPA by October 10, 2016
- Teleconference with UBS regarding investments on October 13, 2016
- Completion of annual review and tax submissions by November 15, 2016

Also, please complete the Excel spreadsheet with the Strategic Plan information and include in your report to the board.

(Optional): Requests for board action (use motion form, if appropriate): N/A

COMMITTEE BUDGET QUARTERLY REPORT

Note: Each committee chair is asked to track committee expenses throughout the year. Please do not contact the CFO to provide these figures, since the CFO will also be busy preparing a detailed quarterly report. This is an opportunity for each committee to verify that their records match the CFO's records at the end of each quarter.

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DATE: 9/28/2016

Category	Annual Committee Budget	YTD Expenses
Travel	\$	\$
Postage	\$	\$
Printing	\$	\$
Telephone	\$	\$
Teleconference	\$50	\$0
Total	\$50	\$0

Note: first telecon date out for confirmation

MOTION FORM

Proposed motion: *(State the motion here):i.e.* It is the recommendation of the XXX Committee/Task force that the AAUW CA board.....

Purpose of the Recommendation:

Potential impact of the recommendation:

1. Does it advance our mission?
2. How will it advance our state strategic plan?
3. What are the financial (one-time or annual) and resource (volunteer time) implications of the proposal?