

Michigan State

SAP FINANCIAL

Arizona

Goal 1: Make recommendations regarding state financial matters	Timeline	Persons Responsible	Status	Review
Actions				
1. Develop ideas for raising non-dues revenue at state and chapter levels.	By April 2015	Finance Committee and Executive Committee	To be developed	Summer 2015
2. Share ideas with State Executive Board.	State Convention 2015	Finance Committee	To be done	Summer 2015
3. Choose and implement 1 or 2 ideas.	By November 2015	St. Executive Board	To be done	Convention 2016
Goal 2: Promote reducing mailing costs				
Actions				
1. Encourage use of "paperless" communications by state and chapters	By April 2015	Finance Committee and Executive Committee	To be developed	Summer 2015
2. State Executive Board vote on a plan for reducing mailing costs.	State Convention 2015	St. Executive Board	To be done	Summer 2015
3. Implement plan on a trial basis for one (1) year.	Following 2015 State Convention	Officers and Committees	To be done	Convention 2016
Goal 3: Follow State Bylaws by supervising financial affairs				
Actions				
1. Verify reports, filings, reviews are completed and mailed/distributed	Prior to State Convention each year	Finance Chairman	On-going	Continuing
2. Verify bills, dues, deposits made in timely manner	Prior to State Convention each year	Finance Chairman	On-going	Continuing
3. Maintain files of treasurer's reports, IRS filings, ledgers	On-going	Finance Chairman	On-going	Continuing
Goal 4: Prepare annual budget for vote at State Convention				
Actions				
1. Acquire necessary budget information from St. Treasurer prior to committee meeting.	Between January and March each year	Finance Chairman	Done Annually	Continuing
2. Prepare Proposed Budget	In March of each year	Finance Committee	Done Annually	Continuing

cont.

Micron St. Finance SLP

Arizona Review

Timeline Person responsible status

3. Present budget at State Convention	Annually in April	Finance Chairman	Done Annually	On-going
4. Answer questions from members as needed.	On-going	Finance Chairman	Done Annually	On-going
Goal 5: Work with the State Treasurer to fulfill duties mandated by International and State				
Actions	Timeline	Persons Responsible	Status	Review
1. Communicate with St. Treasurer as needed	On-going	Finance Chairman	Continuing	On-going
2. Maintain reports, filings for state officers	On-going	Finance Chairman	Continuing	On-going