



# PEO Budget & Finance Committee Meeting Agenda

Thursday, March 18, 2021

6:00 p.m - 7:00 p.m.

- I. Opening Prayer
- II. Agenda Approval
- III. 2021 Budget Amendments - (FFG p. 13)
  - A. Open to Committees
  - B. Deadline to submit requests
- IV. Alternative Electronic Cash Receipt Platform
- V. 2021 Budget & Finance Committee Calendar Review
- VI. Bylaws / Policies & Procedures - Subcommittees
  - A. Prepared / Ready for Re-submission

<p><b>#1: An Amendment to the Chapter Financial Policies and Procedures requiring Committee Chairmen to submit budget proposal requests for the upcoming year in September on the approved form provided by the Budget &amp; Finance Committee.</b></p>	<p><b>See attached</b></p>
<p><b>#2: Amendment to the Chapter Financial Policies and Procedures to include specific language requiring adherence to the chapter’s budget, its development process and approval schedule and the chapter’s budgetary control process.</b></p>	<p><b>See attached</b></p>
<p><b>#3: An Amendment to the Chapter Financial Policies and Procedures requiring the Budget &amp; Finance Committee to provide monthly budget updates to committee chairmen on the approved form also provided by the Budget &amp; Finance committee.</b></p>	<p><b>See attached</b></p>

VII. Adjournment

**Next Meeting via Teleconference/Zoom: April 15, 2021 @ 6:00 p.m.**

# PEO Budget & Finance Committee

## 2021 Policies/Procedures/Bylaws Discussion Items

As of 2/13/2021, the below items have been forwarded to the Committee Chairman for discussion, deliberation and Policy/Procedure/Bylaws changes. Please review and determine on which subcommittee you would like to serve and prepare language for chapter approval:

### Prepared and Ready for 2021 Committee Review Resubmission:

- Guidelines for officers and committees to request chapter funds
- Annual Committee Budget Request Form
- Monthly Committee Budget Activity Report
- Operating Budget Policy

### Subcommittee 1:

- Chapter Corporate Credit Card OR Prepaid Visa Cards
- Payment requirements of following year assessments when transferring outside the chapter
- Distribution of financial information to chapter members
- Clarification of reimbursements for conference delegates (list of attending delegates, who receives reports, report presentation to chapter)
- ~~Membership transfers (clarify waiver of dues/assessments for transfers to align with corporate and clarify what dues will be paid the membership year after transferring)~~

### Subcommittee 2:

- Membership fees - Tamiouchos communications (ex: notifications)
- Transfers - request transfer from Basileus; completed by Tamiouchos and sent by Tamiouchos; copy Basileus, Peunious Grammateus and Membership Chairman
- Deadlines to pay dues and assessments - Officer notifications and candidate nominee application
- Clarify internal audit policy and procedures (according to the Financial Fitness Guide per page 29 in MSP)