

## Audit & Finance Committee Report

November 5, 2022

The Audit & Finance Committee met Nov. 4, 2022, regarding the topics below.

**Jacksonville, FL Site Visit** - President Dulaney, Sylvia Cyrus, and members of the Academic Programming Committee will meet in Jacksonville, FL for a retreat to start advance planning for the 2023 annual conference and to update the Standard Operating Procedures (SOP). The anticipated cost of the trip will not be greater than \$5,000 which is included in the approved 2022 Budget.

### Financials

1. *September Financials* - Tina McIntyre presented the September financials. The report will be presented to Planning and the EC by the Treasurer, Valerie Holt. There are still outstanding invoices for revenues and expenses which are expected to be received and reflected in the October monthly report for the 2022 annual conference. The committee is hopeful that the end of year financials can be brought into balance.
2. *The 990 for 2021*- The committee accepted the report which must be filed by November 15, 2022.
3. *2023 Annual Budget* – Sylvia Cyrus, Executive Director will develop the budget. It is anticipated costs will be higher for C-Vent and on the salary line. A reminder was made that Governance has requested funding to revise ASALH’s Constitution. More work would be needed from membership to realize the membership goal of 5,000, creation of job descriptions, and actual functions needing staff support. The projected time frame would be 2024 depending on ASALH’s financial position.
4. *Treasurer’s Reports and Updates* – Valerie Holt will provide the September monthly financial report. She will also provide an update on *Giving Tuesday* which the development committee is working on with the theme “*Preserve our past, share knowledge and protect our future*”. Expectations for the annual branch reports will also be shared.
5. *End of Year Fundraising Campaigns* – Per Sylvia Cyrus potential campaigns are under consideration for the Woodson House and Dr. Woodson’s birthday.

Anita Shepherd, Committee Chair