

**Current Committee members and responsibilities**

David Zimmerman  
Robert Hergenhan  
Patrick Connor  
Jeff Gilbert - Chairperson  
Beth Reindl - Treasurer

***Regular operational tasks and when they should be done***

**Create the annual budget.**

The initial budget numbers are created by the Finance Committee in January. This budget is for the year (calendar year) following the upcoming annual membership meeting held in June. The Finance Committee prepares a draft budget and presents that information to the Board of Directors (BOD). At the same time, the Finance Committee provides the initial budget figures to each committee and its respective chairs to provide input and rationalization about those initial figures. The committees are encouraged to make changes if appropriate. The Finance Committee will then include these recommendations from the chairs and update the draft budget as appropriate. The revised budget figures are then provided to the BOD for an initial approval (takes place at the April BOD meeting). A month passes and the BOD passes the finalized budget at the May BOD meeting. That passed budget is then submitted to the Membership for approval at the annual membership meeting in June.

Regularly (at least semiannually), the Finance Committee reviews the Capital and Lake funds to ensure their solvency. The committee reviews the funds with representatives from Property and other chairs who have projects supported by either of the funds. The review of the funds is for the immediate calendar years as well as for the next five years to ensure the funds' solvency into the future.

**Accomplishments in the current year**

The Finance Committee engaged a local accounting firm in November 2020 to conduct a financial review of the Association's 2019 financials. The review was completed in February of 2021. PFLA's Bylaws require that the Association engage in an audit every five years.

A *reviewed* statement was engaged because of cost (\$5,000 versus an estimated cost of \$10,000). Also, the Finance Committee was told by the Association's existing accounting firm that they could not perform an audit statement due to inadequate personnel to conduct the audit.

Lastly, the accounting firm conducting the reviewed statement recommended this type of statement over an audit statement as being more appropriate for our Association.

**Current projects**

None

**Current year's budget**

N/A

**Proposed budget for next year**

N/A

**Future Goals**

Within the next year: Continue to adhere to the Retention Policy that was incorporated in 2020 Finance Committee. Recommended retention of documents was provided to BOD at that time. The Committee will be looking to conduct an internal audit in 2022.

Within the next five years: Continue to strengthen the capital position of the Association. This includes the operating funds (includes contingency fund) and the capital fund / lake fund balances.

**General update for the members**

N/A

**Purpose and responsibilities of the Finance Committee**

To oversee PFLA's finances and, in concert with the Board of Directors, to make financial decisions in the best interests of the Association for its ongoing work. The Finance Committee will:

1. Consult with, and if necessary, advise the Treasurer on any accounting problems which develop.
2. Annually, obtain from the various Association committees their financial requirements for the year and prepare a budget, which is then approved by the Board and subsequently by the general membership at its annual meeting in June.
3. Work with any committee or group of the Association, when requested, to provide whatever financial help or advice that may be required.