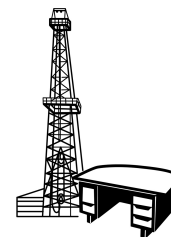




Association of Desk and Derrick Clubs

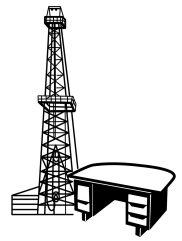


Report for Budget & Planning / Convention

Report of	2024 FRC- Philana Thompson		
Meeting	B&P	Date	1/27/2024
Location	Virtual		
Items Requiring Vote (<i>state motion</i>), General Consent Decision, or Discussion by Board.			
<ol style="list-style-type: none">1. Research high interest savings or investment opportunities2. Quick Books, currently offered free of charge through Charity Rising:<ol style="list-style-type: none">a. QBs desktop version is now discontinued, can still be utilized but no updates or help.b. Research accounting software's to be managed by Charity Rising and/or ADDC that will allow for a seamless transition.			
General Information Items			
General: <ol style="list-style-type: none">1. Contract- the board should receive copies of all active contracts for 2024.2. Provide uploads of reports timely to the 2024 FRC google drive.<ol style="list-style-type: none">a. Monthly- Bank Statements, quick book reports and any receipts, back up documentation or emailsb. Quarterly- Annuities, the President and Treasurer both should have login access to review and download the quarterly statements to the appropriate google files including that of the 2024 FRC folder.3. Budget vs Actual spreadsheet and/or report to include the chart of accounts designated number on the side.4. ADDC Treasurer to create a spreadsheet maintained by treasurer to track memberships by club and region as well as professional member and student member.5. Any requests for transfers or payments include the designated account number in the request.6. Invoices, receipts, and reimbursement requests to include the following in the body of the email:<ol style="list-style-type: none">a. Date of the transactionb. Abbreviated description of the transaction i.e., 230901_Conv_Office_Supplies or 230511_Marketing_Mailing. This is so it can be easily matched to the bank statements and QB entries.7. Any adjustments, transfers, etc. must be requested within 30 days of review.			
Convention: <ol style="list-style-type: none">1. Reports and correspondence to be uploaded to the 2024 FRC google drive.2. GAC Report/Spreadsheet- include the chart of account numbers.3. Payment requests to include account number i.e., \$5000 transportation goes to account #69004. Cross check Convention P&L to GAC report monthly5. At the completion of convention arrange a virtual meeting with the President, Treasurer (s), GAC, FRC Chair and President-Elect.			



Association of Desk and Derrick Clubs



Report for Budget & Planning / Convention

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<p>2024 FRC Committee- The function of this committee is to determine that generally accepted accounting procedures are being followed and that the financial books of the Association, including convention accounts, fairly represent the true presentation of the Association.</p> <p>The FRC committee will review the books monthly according to the outlined processes of the Finance Review Committee Guidelines, unless otherwise directed by the BOD, and will provide feedback for changes or adjustments within the month. The committee will aid with the 2023 tax filings upon request.</p> <p>The FRC committee will assist the 2024 Board and 2024 GAC in review of the proposed budgets and make any recommendations as needed.</p> <p>Upon approval of the remaining FRC committee a meeting will be scheduled for the committee, the President, Treasurer and President-elect will be invited to attend.</p>			
Requests for Assistance by the Association Distribution Office			
<ol style="list-style-type: none"> 1. Deposit payments within a reasonable time frame, but no later than 30 days upon receipt. 2. Any adjustments or miscellaneous entries to have clear descriptions and indication of who the request was made by. The Treasurer should be saving the email correspondence to the files. 3. Scan all ADDC member registration forms within a reasonable time frame but no later than 30 days upon receipt to the appropriate google drive. 4. Scan all Convention registration forms within a reasonable time frame but no later than 30 days upon receipt to the appropriate google drive. 			
Requests for Assistance by ADDC Board of Directors or ADDC Committees			
We ask the Board ensures the committee is provided access to all information required to carry out the review as well as follow all Board procedures and standing rules regarding financial process.			
Signed	<i>Philana Thompson</i>		Date 1/15/2024