

**Annual Plan of Work**

**January 1, 2023 – December 31, 2023**

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| Committee Name | Finance Committee |
| Committee Members | Members: Steve Siegelin – Montana State University, Diane Craig – University of Florida, Julie Robinson – University of Arkansas (Co-Chair), Joni Rippee – University of California, Meredith Weinstein – North Carolina State University (Treasurer, Ex Officio) |

| Please provide a brief scope of work of the committee. | The NAEPSDP Finance Committee will prepare and present to the Board of Directors an annual budget and monitor the expenditures of the association during the year. The Finance Committee will also coordinate the financial aspects of any fund development activities of the Association, including fundraising activities and donations. A subcommittee of the Finance Committee will conduct a review of the Association’s financial records annually, and at any change in the office of the Association Treasurer, and report to the Board of Directors and the Association membership the findings of that review at the annual meeting of the Association. |
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| Specific Item to Accomplish | Responsibility  (Names of people assigned to item) | Key Contact  (Person who will serve as a key contact for item) | Goal Date  (Anticipated completion date) | Completion Date  (to be filled in when completed) |
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| Review the annual proposed Association budget, revise based on committee budget requests, and present to the Board of Directors for approval. | Total Committee | Steve Siegelin | April 2023 Board Meeting |  |
| Conduct annual review of the Association’s annual financial records, submit financial review report to the President and Secretary and report findings to the Board of Directors at the January Association Board meeting. Findings will also be reported to Association membership at the annual meeting. | Total Committee | Steve Siegelin | May 2023 Association Board meeting and 2023 annual meeting of the Association |  |
| Coordinate the financial aspects of fund development activities of the Association, including fundraising activities and donations (as needed) | Total Committee | Diane Craig, Meredith Weinstein, Joni Rippee | To be determined |  |
| Oversee the completion and submission of Association tax forms | Julie Robinson and Steve Siegelin, and committee members | Meredith Weinstein | May 15, 2023 |  |

| Budget Request | $169 for the purchase of electronic tax preparation service to complete and submit the Association's Federal tax forms  $2000 for tax preparation service consulting (more precise quote will be provided later) for 2023-24 services.  Average tax return form preparation price:   * Price Form 990PF preparation range $500-700. * Form 990PF Preparation with 12-page schedule A will typically cost between $500-$1500. |
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