

FINANCE & POLICY COMMITTEE

Chapter Membership Review of Fiscal Policies & Procedures January 4, 2023



CHANGE REQUEST FORM

CHANGE REQUEST SUMMARY

| REPORT DATE | REPORT NAME | PREPARED BY |
|-------------|------------------------------|------------------------------|
| 12/31/2022 | Fiscal Policies & Procedures | Finance and Policy Committee |

CHANGE REQUEST OVERVIEW AND PROTOCOL

Since the summer months of 2019, the Finance & Policy Committee has worked on designing, drafting, reviewing, testing and validating a Fiscal Policy and Procedures Report (Guidelines) with the purpose of (1) protecting the assets of the organization (2) providing the framework for the organization's financial decision making, (3) emphasizing the fiduciary responsibility of officers and volunteers involved in financial matters, (4) set forth the roles, responsibilities and expectations of the Policy and Finance Committee, the elected officials, and the audit team, (5) ensuring compliance with federal, state, local and legal requirements, and (6) serving as a training resource for volunteers or new elected officers.

The final version as of December 31, 2022, was presented to the Membership on January 4, 2023, to review and offer suggestions during the month January, so that by the February Chapter Meeting, the Membership could vote on adopting a final version that would become effective January 1, 2023.

Since considerable time, skill, effort, meetings, and changes have been made so far, the protocol for any changes requested by the Membership at this time should be set forth to the Finance and Policy Committee in writing, specifically referencing to the P&P Section, and supported by pragmatic reasons for such changes. This form will serve as that purpose. Any questions may be directed to Co-Chairman Dino Bardossas.

REQUESTED CHANGES

| P&P SECTION | HEADER TOPIC | CHANGE REQUESTED | PRAGMATIC REASON | NOTES |
|---------------|--------------|------------------|------------------|-------|
| Finance - 100 | | | | |
| | | | | |
| Finance - 150 | | | | |
| | | | | |
| Finance - 200 | | | | |
| | | | | |
| Finance - 300 | | | | |
| | | | | |
| Finance - 400 | | | | |
| | | | | |
| Finance - 500 | | | | |
| | | | | |

NAME AND DATE OF CHAPTER MEMBER REQUESTING CHANGE(S)

Name

Date