

## **FISCAL PLANNING COMMITTEE**

### **SCOPE AND PURPOSE**

The Fiscal Planning Committee became a separate, standing committee of the Association at the direction of the 1993 Executive Council. With the development of this committee, fiscal planning was separated from the fund development function. The original goal of the Fiscal Planning Committee was to examine and analyze the financial structure of the Association and make recommendations for an on-going committee structure that would, in conjunction with the Treasurer, oversee and direct the budgeting and long range fiscal planning for the Association. Standing responsibilities of the committee were defined by the original committee in 1993 and approved by the 1993 Executive Council.

### **CHARGE OF THE FISCAL PLANNING COMMITTEE**

The original Fiscal Planning Committee was established to accomplish the following:

1. Analyze the historical expense and revenue patterns of the Association.
2. Review existing policies related to budgeting Association revenues and expenditures and make recommendations for timelines for balancing committee and Association budgets.
3. Examine the Association dues structure and make recommendations for current and long-range uses for dues.
4. Propose a committee structure and responsibilities that define long range fiscal goals of the Association.

### **SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Fiscal Planning Committee Chair:  
The Treasurer-Elect is the Chair of the Fiscal Planning Committee.
- B. Fiscal Planning Committee Members  
The Fiscal Planning Committee consists of the President, the Past President, the President-Elect, the Treasurer, the Secretary, the Association Services, Electronic Initiatives and Training Committee Coordinators, the Fund Development Chair.

### **COMMITTEE MEETINGS**

The Fiscal Planning Committee meets before each Executive Council meeting. The goal of each meeting is to review progress toward the Committee's annual goals and to outline and assign tasks to achieve these goals.

**FINANCIAL RESPONSIBILITY**

The budget of the Fiscal Planning Committee is based on the travel expenses of the Committee members and any costs associated with duplication of materials for the Executive Council.

**HISTORY OF THE FISCAL PLANNING COMMITTEE**

The CASFAA Fiscal Planning Committee was authorized in 1993.