

Ventura County Commission for Women

BUDGET COMMITTEE

Committee Report

Date of Report : **IDEAS FOR A SUGGESTED REPORT FOR BUDGET COMMITTEE**

Name of Committee: **BUDGET Committee**

Committee Chair: Jan Lawrence **Committee Co-Chair:**

Committee Members: Nancy Phillip, Kitty Dill

Also: Ex-officio member Chair Lee Riggan

Status Report:

- I. Goal (Is it From Action at March 2012 meeting): To prepare a VCCW Budget for Board of Supervisors (This also defines some of the duties of the Treasurer)
- II. General Overview of Objectives: (includes those proposed or already approved)
 1. Prepare for presentation to the County Executive Office a budget describing the annual estimated financial needs of the VCCW
 2. Provide financial reports on the revenue and expenditures of the VCCW and present at the regular monthly VCCW meetings.
 3. Conduct the monthly reconciliation of the VCCW Bank (checking) account
 4. Write checks for expenses approved by the VCCW and for those described in the Standing Rules
 5. Represent VCCW before the VCCF Finance Department with the VCCW Chair to obtain and comply with the necessary reporting to both VCCF and VCCW.
- III. Activities Completed: (includes any items which were pending from previous month)
- IV. Status of Activities in Progress
- V. Projects (Describe details of proposed projects).
- VI. Barriers & Revisions to original plans & Committee membership
- VII. Committee Needs: (Describe any needs and suggested solutions for consideration.)
- VIII. Recommendations for Commission for Women Consideration (if any)
- IX. Submitted By: