

## Finance Committee 2020 Report

### Committee Members and Title:

Laura Corbin, Director, AzDHA Treasurer

Roland Hinton, Co-Chair

Mary Busch, Co-Chair

Joanne Harrelson, Secretary

Sue Smedley, Trustee

Carlos Rosales, Trustee

Pam Larrabee, Trustee, AzDHA President

### Meeting Dates:

**April 19, 2020**

**July 12, 2020**

**August 9, 2020**

**November 6, 2020**

### Committee Activities

The AzDHA Finance Committee was established in 2020. Our directive from the Board was to ensure the association is compliant with procedures and policies that align with fiduciary accountability and transparency. It was also the intention that the committee members include at least one member from each component as a liaison forming component synchronicity.

Financial documents, statements, and tax returns were made accessible to the committee members in confidentiality to be reviewed for discrepancies and ensure appropriated funds were consistent with the annual budget line items. As observed in the national association's guidelines, it is in best interest of the State Associations to have an annual audit performed. The Finance Committee purview included audit type activities to temporarily surrogate as RFP's were sought after by accounting agencies that can provide audit services in alliance with reasonable budgeted funds.

### Committee Findings:

After thoughtful deliberation, the Committee recommended that AzDHA consider performing "in-house" financial tracking through utilization of an accounting software such as Quickbooks or equivalent. This would aid in minimizing the time required to obtain current financial reports. By recording and tracking our own financial data, a pathway is created to negate the need for an outside bookkeeping service, saving the association \$900 (in current fees). Of course, this is predicated on how comfortable the Treasurer feels in managing these tasks.

Meeting agenda activities included, but were not limited to the following:

- Request that the BOD consider an addendum to the budget for accounting software. This would facilitate financial transparency and provide a seamless transition when the BOD treasurer is replaced as newly elected members assume office.
- Continue efforts to seek RFP's provided by accounting firms to ensure that association has performed due diligence regarding funds issued for services rendered from the current and possibly future accounting agency.

- Reviewed 2019 association tax return and members independently reviewed associated documents to question discrepancies. There was a void of belligerent discrepancies observed and questions.
- Compare the associations current financial investment profile and project a year-end 2020 baseline to facilitate strategic planning and budgeting.
- BOD to request Current P&L statement that could be compared to past reports, thus providing an adequate timeframe for amending the budget as necessary.

Further recommendations:

- It is of the utmost importance that a written resource is available for guiding and instructing the activities and fiduciary responsibilities of the AzDHA Treasurer. It should not be the responsibility of the newly elected member to be void of documented guidance for reference.
- Formulate a strategic plan for the 2021 financial year.