

# Friendship House Resource Committee Report for November 2019

## Board of Trustee's Meeting

Preparer: Scott Sapp

Members of Resource Committee: David Allen, Sarah Berninger, John Barineau, Kay Preston, Dede Johnston

On: 10/20/2019

Since the last committee report, the Resource Committee has been working on the following items:

- Internal Audit
  - The topic of Financial Aid was chosen as the internal audit topic this year and its findings/recommendations are complete. **Please see attachment for details.**
  - A flowchart showing the operation has been introduced.
  - Revisions will be made on the FH Staff Policy Regarding Financial Procedures.

In addition, before the November meeting the Resource Committee has a meeting scheduled to achieve the following:

- Review of the 2020 Budget
  - A tentative budget has been constructed! It will be presented at the November Board of Trustees meeting.
- Financial Review:
  - A review of our current financial status will take place.
- Fundraising Current Status:
  - Results of the Highmark Walk, Wilmington Garden Day and the Annual Party will be evaluated. Please see Treasurer's Report for data reported.
- Year to Date Income to Budget Comparison
  - We will be looking at where we stand for income versus budget in preparation of the 2020 FH Budget. Please see Treasurer's Report for data reported.
- Year to Date Expense Review
  - We will be looking at where we stand for expenses versus budget in preparation of the 2020 FH Budget. Please see Treasurer's Report for data reported.
- Expense Budget Comparison
  - We've looked at where we stand for actual expenses versus budget at the halfway point of the year. Please see Treasurer's Report for data reported. No immediate actions are necessary.