



## WISCONSIN STATE ORGANIZATION FINANCE COMMITTEE POLICIES

1. It is the duty of each member of the Finance Committee to familiarize herself with the Constitution and the Handbook. The Constitution is the law of the Society. The Handbook is an interpretation of the Constitution.
2. It is the duty of each member of the Finance Committee to familiarize herself with the Bylaws and Standing Rules of Wisconsin State Organization Chapter.
3. The Wisconsin State Organization Finance Committee prepares the budget and presents it for review, modification, and adoption by the State Executive Board.
4. The Finance Committee should prepare the budget well in advance of the date for adoption and make it available to the Executive Board members so they will have several weeks to review the budget and prepare suggestions for modification. The call for adoption should be during an Executive Board meeting.
5. At the chapter level, the budget may be adopted by the Executive Board and/or the Chapter membership.
6. The Finance Committee supervises all expenditures from the Permanent Fund.
7. Finance committees at all levels of the Society are responsible for reviewing and approving the investment of all funds.
8. Finance Committees at all levels should review the annual audit (financial review).
9. Audit (financial review) guidelines are available from headquarters or on the international website- [dkg.org](http://dkg.org) > Sign In > Resources > Treasurer> Finance Committee Guidelines>Finance Committee Guidelines - update 6/2019.
10. Finance Committee members should be informed about each and every form the treasurer must complete and file with Chapter, State and/or International offices listed on [dkg.org](http://dkg.org) > Sign In >Treasurer> Forms; and on the WSO website [dkgwso.weebly.com](http://dkgwso.weebly.com) >Treasurer Resources.
11. The Finance Committee must fit into the budget wherever possible the requests for funds from committee chairmen and/or staff members.
12. The Finance Committee should hold training sessions as needed.
13. The fiscal year for Wisconsin State Organization Chapter, as well as all local chapters, begins July 1 and runs through June 30.
14. The Finance Committee chair will prepare and maintain a file of materials to be sent on to her successor.
15. The members of the state Finance Committee shall be reimbursed by the state Chapter for mileage for one meeting per year.
16. The Finance Committee shall provide copies of their communications to the State President.
17. The Finance Committee shall pay mileage for the President's visits to chapters; Each chapter shall pay for the President's lodging and meals.
18. The Finance Committee shall invite the State President to attend the budget planning meeting.

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