

MCCPTA Committee Work Plan

Committee: Finance Committee
Chair: Cheryl Peirce, Treasurer
Email: treasurer@mccpta.org
Phone: 410-292-3982

Members: Therese Gibson, Eva Guo, Khristy Kartsakalis,
Mark Matulef, Cynthia Pugh, Teddy Wu

Vision

The Finance Committee will assist the treasurer in her duty as the legally responsible, authorized custodian of the funds of the PTA and assist the board of directors in ensuring the association is operating in a fiscally, financially, and legally sound manner. Doing so allows MCCPTA to fulfil its mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Goals

The Finance Committee will assist the treasurer and board of directors in complying with the MCCPTA Bylaws, MDPTA policies and procedures, and all laws governing non-profit organizations in the state of Maryland. MCCPTA will end the fiscal year in good financial condition, having complied with all Standards of Continuing Affiliation (SOCA) with MDPTA.

Action Steps

Annually:

- Develop the budget proposal
- Coordinate the financial review process

Monthly:

- Review the monthly treasurer report(s), income statement, balance sheet, general ledger, bank reconciliation
- Ensure compliance with the budget approved by the D.A. in September
- Identify areas of concern within the budget

Ongoing:

- Suggest and investigate cost-saving options
- Identify opportunities to better fund the mission and goals of MCCPTA
- Solicit sponsorship, in cooperation with VP Programs

Meeting Schedule

As needed, primarily via conference call. Otherwise, communication will be primarily via email.

Expenses

None.

