

# GBN Choir & Theatre Patrons Organization

Board Position Report

2016-2017 School Year

Lorna Cohen

Board Position or Committee Name: Budget and Finance

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Your position – describe the duties of your job and when each should be done (what month). The amount of time dedicated to position and skills needed. If you are very busy during one time period and not others, please specify (for example, Membership is busiest at the start of the school year):

The duties of this position is to assist the board members and committees in creating a balanced budget for the upcoming fiscal year and then creating a forecast to anticipate how the year will end.

The Budget for the following fiscal year should begin in April and be voted on at the May board meeting.

The Forecast should be created around January to be presented at the February board meeting and adjusted as needed before the final board meeting of the year.

Please provide comments or suggestions to make this job run smoothly:

Good communication with all board members of what their budgets should entail and the importance of meeting them in profits but not exceeding them in expenses is important. Explaining that each member of the CTPO board has a fiscal responsibility is key.

If you oversee a committee, how many committee members helped you this year?

Do you think this was the right number? Explain why more or fewer might be needed in the future:

What was the budget for your committee? Was this amount too much / not enough / just right? Explain:

The budget is accurate. **If the cost of Quickbooks increases in the future, it will need to be adjusted.**

What is your RECOMMENDED budget for next year?

**\$100**

Did you regularly need to purchase items for your committee? Please list here:

**Quickbooks on a yearly basis.**

Please provide a list of contacts for your committee including contact names, phone numbers and e-mail addresses if you have them.

Please email a copy of this report to [carolcurrie@bjorkgroup.com](mailto:carolcurrie@bjorkgroup.com) and [Nfrese2192@aol.com](mailto:Nfrese2192@aol.com).

Thank you!