

Finance Committee Minutes (Report)

October 2, 2023, 6:00 pm – 7:00pm

Elected Officers

Denita Patton
Treasurer

Barbara Lane, Co-Chair
Financial Secretary

Committee

Sharon Freeman
Assistant Treasurer

Samantha Black-Parker
Assistant Financial
Secretary

Past Treasurer
Mary Green

Parliamentarian
Iris West

UNFINISHED BUSINESS

Finance team shared current banking institution for Business Account inquiries (Bank of America & BECU). Additional banks will be added to our list.

- Direct Deposits (ACH): reimbursements, vendors, recurring expenses – pending Jotform

NEW BUSINESS

Debit Card “draft” Policy was reviewed and finalized with direction to Treasurer to present to executive committee. Finance committee Tacoma (WA) Chapter of The Links, Inc. Debit Card Policy is being presented for review and requesting placement on October 28 chapter agenda for chapter approval. Additionally, there are two (2) Statements of Responsibility for President and Treasurer to sign upon adoption of Debit Card Policy by chapter.

Foundation Withdrawals – completed (Link Denita)

- \$4,200.00 – Scholarship last draw to balance out total awards of \$14,000
- \$9,390 – Operations & Programs
 - \$7,840 Operations to balance
 - \$1,550 Programs to balance

Critical Due Dates were met:

- Internal Audit
- Chapter 990ez
- Annual Treasurers Report
- Officers Bonds

For the Good of the Order:

Chapter Financial documents will be uploaded to our “Members Only” area of our website.

Next meeting scheduled for November 6 @ 6:00 PM. However, an October 30th meeting maybe necessary in order to meet before Executive meeting on November 1st.

Respectfully submitted,
Link Denita Harden-Patton

Tacoma (WA) Chapter Treasurer
The Links, Incorporated