

# **FASFAA**

## **Five Year Fiscal Plan**

### **(2016-2021)**

**Goal: To protect and enhance the financial health of the Association.**

**Objective 1:**

**Target Association revenues in excess of the operating budget to protect FASFAA from financial loss.**

**Strategies:**

- a. Continue to establish enough reserves so as to meet the threshold at which FASFAA in the event it suffers heavy financial losses that its liabilities would still be covered.
- b. Provide an expectation to build a reserve that would reach 100% of the Association's outstanding liabilities.
- c. Monitor progress toward reaching the desired reserve amount and report annually to the board its status.
- d. Provide a report of excess funds each year to the board so that they may decide to conduct additional training activities, or providing other services as are deemed appropriate by the Executive Board.

**Objective 2:**

**Maximize the amount of resources FASFAA has available for its use each year.**

**Strategies:**

- a. Monitor and revise as necessary the investment strategy to take advantage of the earning potential on funds not currently needed to cover operational expenses. Make the custom of managing an investment program an established and important part of the Association's procedures.
- b. Place a greater reliance on membership dues as a source of revenue. Provide a report of the viability of increased membership dues and the over time increase in revenue.
- c. Review annually the fee structure for conferences and other association's activities to ensure that they are commensurate with services, costs, and potential liabilities. Make an annual recommendation to the board for any changes necessary
- d. Periodically review the use of funds for appropriateness and cost/benefit to the Association.

### **Objective 3:**

**Strengthen internal controls to reduce potential liabilities and maximize the use of funds available.**

#### **Strategies:**

- a. Implement waste reduction practices and excessive spending when goods and services could be obtained for less; evaluate quality in relation to potential uses and compare prices before purchasing major items. Review and provide a report/recommendations to the board on new vendors/services or practices that will reduce cost.
- b. Ensure that the Executive Board, committee chairs and committee members comply with policies and procedures which affect reimbursement, budget, authorization, contracts, sponsorships and other policies which affect the Association's budget and operating costs.
- c. Strengthen internal financial controls to ensure that expenditures of funds are authorized, paid, and reported in compliance with good accounting practices and are in concert with Association goals and objectives.
- d. Provide guidance for averting a financial loss in the event of unforeseen circumstances or occurrences that may affect conferences and other activities.
- e. Continue to scrutinize and negotiate hotel contracts to minimize FASFAA expense and liability.
- f. Develop a written guide for the Treasurer, Bookkeeper, Vice President, and others involved with FASFAA's finances by March, 2017

### **Objective 4:**

**Place a greater emphasis on planning and evaluation of finances and increase the membership's understanding of FASFAA's financial condition.**

#### **Strategies:**

- a. Provide for a more informed and earlier budget preparation with input from the Executive Board and the Fiscal Concerns Committee that includes detailed information in support of goals that have been established.
- b. Conduct a comprehensive review of the Association's financial records every three years, or more frequently at the discretion of the Executive Board, to gain a better understanding of FASFAA's financial issues.
- c. Identify and prepare for any environmental influences that may significantly reduce income or increase expenses (for example, sponsor support).
- d. Evaluate the role of the Fiscal Concerns Committee, found in the Policies & Procedures, in the Association's activities with a goal to strengthen the Association's finances.
- e. Disseminate information to the membership about the Association's fiscal plan, its financial condition, the investment program and the scholarship program.
- f. Provide to the membership an opportunity to meet with representatives of the investment firm annually.