



## EXECUTIVE BOARD OVERVIEW: FINANCE DEPARTMENT – FEBRUARY 2020

AUDIT
<ul style="list-style-type: none"> <li>• Submittal of Desktop Review for Non-Profits First Certification</li> <li>• Workers Compensation Audit</li> </ul>
REPORTING
<ul style="list-style-type: none"> <li>• November and December Financials to Finance Committee</li> <li>• Second Chance Act Grant Reporting (Quarterly) – Re-Entry</li> <li>• BallenIsles Charities Foundation Reporting – Family Campus</li> <li>• Allegany Franciscan Progress Reporting – Operation Home Ready</li> <li>• Kenan Foundation Trust Reporting – Women’s Services</li> <li>• Town of Palm Beach United Way Semi-Annual Reporting - Housing</li> </ul>
GRANTS
<ul style="list-style-type: none"> <li>• Herbert Bearman Grant Application – Family Campus</li> <li>• Cathleen McFarlane Grant Application – Peer Support</li> <li>• Bank of America Grant Application – Café Joshua</li> </ul>
TRAINING
<ul style="list-style-type: none"> <li>• CFO and Fiscal Staff Completed PII Computer Security Training Primary Course and Additional Supplements</li> <li>• CFO attended Fiduciary Essentials for a Defined Plan Training (401k)</li> </ul>
OTHER
<ul style="list-style-type: none"> <li>• 401k Audit and RFP Research</li> <li>• Thrift Store Review and Analysis</li> <li>• Second Chance MOA Document Development</li> </ul>