

**Business and Professional Women of TN
Financial Committee Report
State Convention June 8, 2013
Martha Ervin, Financial Committee Chairman**

During the final quarters of the 2012-2013 year, the finance committee has been diligent in working the project plan produced in the first quarter. Our goal was to stay on target with reporting dates for both organizational and governmental reporting. The committee did an excellent job with meeting the goal.

The following items were successfully completed by target dates:

- Financials forwarded to the executive committee within 30 days of the quarter end dates.
- 990N report filed for the state organization Business and Professional Women of Tennessee
- 1099s generated for one contract administrative assistant position. The second contract position did not meet the minimum threshold for filing.
- Updated the organizations name with the Internal Revenue Service. During the filing of the 990N report it was found the name was not updated during the 2009 name transition.
- Assisted the president-elect with generating a proposed budget for financial year 2013-2014.

Due to the distance between finance committee members and limited availability for face to face meetings, communications have taken place via email through the bpwtfinance@gmail.com mailbox.

Respectfully submitted,

Martha Ervin
BPW Finance Committee Chairman 2012-2013