**Unit Finance Committee Meeting Minutes**

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| PCR-NV- | Unit Name: |
| Date of Meeting: | |
| Location of Meeting (**circle one**): Squadron building **or** Meeting held virtually or phone conference | |
| Name/Grade of Recorder: | |

**Finance Committee Members Attending:**

|  |  |
| --- | --- |
| **Type/Print Name:** | **Title:** |
|  | Chair / CC |
|  | Finance Officer |
|  | Committee Member |
|  | Committee Member |
|  | **or** i.e. Deputy Commander- Via phone |

**Routine / Recurring Business: (Must be discussed and approved at least quarterly)**

**1) Approve previous Finance Committee meeting minutes:**

**Notes:** EXAMPLE: Previous minutes from \_\_\_\_\_ date were reviewed and unanimously approved.

**2) Review Cash Report provided by Wing for accuracy:**

**Notes:** EXAMPLE: Reviewed Cash report for \_\_\_\_\_ date and found it to be accurate.

**3) Review Budget: (A*djust if needed and be specific below*)**

**Notes:** EXAMPLE: Reviewed last quarter balanced budget, no changes are to be made at this time.

EXAMPLE: Finance Committee unanimously approved the following changes to the budget:

Income: $20.00 for Member Dues

Expense: $20.00 for Uniform Supplies

**4) Review and vote to approve or disapprove expenses needing Finance Committee approval:**

**Notes:** EXAMPLE: Reimbursement to \_\_\_\_\_\_\_\_ member, not to exceed $\_\_\_\_\_, for \_\_\_\_\_\_\_\_\_\_\_ activity on \_\_\_\_ date was unanimously approved.

**5) Old Business from Previous Meeting:**

**Notes:**

**6) New Business / Other matters to be considered:**

**Notes:**