

Finance Committee  
October 15, 2024 Agenda

Purpose of Committee

The purpose of the committee is to execute the financial responsibilities of Makersmiths, document SOPs for future committee members, and to meet regularly so that the institutional knowledge required to operate effectively can be shared.

Priorities for the balance of 2024

- Development of 2025 Budget
- Accountant for end-of-year books and 990 filing and 1099 filings
- Inventory
- SOPs

**Development of 2025 Budget**

Action Items:

Issues to discuss:

Review and discuss draft budgets developed

John and Dave may both have budget for HVAC for lower building.  
Isn't the MS-P Lower building roof a landlord problem ?  
Stained Glass – will submit additional maintenance.  
Still some outstanding budgets (see Consolidated Spreadsheet)  
Announced other numbers from last year to be carried forward.

**Accountant for end-of-year books, 990 filing, and 1099 filings**

Three possible contacts

Action Items:

October meeting (15<sup>th</sup> of October) to provide recommendations to the Board (3<sup>rd</sup> week of October on Board agenda)

**SOPs**

- Petty Cash
- Snack and Beverage
- Operating Budget

Action Item:

No changes to Petty Cash or Snack and Beverages. Slight modification of Operating Budget.

Next meeting Tues Oct 22 7pm (if needed)