American College of Veterinary Preventive Medicine (ACVPM)
Finance Committee
Standard Operating Procedures (SOP)
Approved March 2020

References:
1. Constitution, American College of Veterinary Preventive Medicine
2. Bylaws, American College of Veterinary Preventive Medicine

Composition and Duties:
1. Finance Committee: This Committee shall consist of the President, President-Elect, Executive Vice President, Epidemiology Specialty President, Councilor (1), At Large Members (2), and the Secretary/Treasurer (chair). Each member will serve for the duration of the term of his or her primary office except for At Large members who will serve staggered three-year terms, renewable once. The President may appoint others as ex officio members or consultants as needed. The role of the Finance Committee is to provide financial oversight for the ACVPM, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Committee works closely with the Executive Vice President and the Secretary/Treasurer on all financial-related duties outlined for these positions in the Bylaws. Duties of the committee shall be to:
   a. Develop multi-year operating budgets that integrate strategic plan objectives and initiatives.
   b. Develop an annual operating budget with committees at least 30 days prior to the Annual Membership Meeting.
   c. Approve the budget(s) within the finance committee.
   d. Monitor adherence to the budget.
   e. Set long-range financial goals along with funding strategies to achieve them.
   f. Present the annual operating budget, all financial goals, policies, and proposals to the Executive Board for approval.
   g. Provide the annual report of committee activities to the Executive Board by 1 June of each year.
   h. Provide updates to the Executive Board regarding financial reports and other financial recommendations requiring approval.

Procedures:
1. Develops useful and readable report formats.
2. Receives a list of desired reports from the Executive Board (EB) describing the level of detail, frequency, deadlines, and recipients of these reports.
3. Reviews monthly financial reports submitted by the accountant and presents them to the Executive Board and to the ACVPM membership at the annual meeting.
4. Creates, updates (as necessary), and recommends policies to the EB for final approval that help ensure the ACVPM assets are protected.
5. Ensures FC documents, policies, and procedures for financial transactions are posted on the ACVPM website, reviews documents annually, and updates documents as necessary.

6. Ensures approved financial policies and procedures are being followed.

7. Hires an outside auditor to conduct periodic audits as recommended by the Executive Board.
   a. Recruits and selects the auditor.
   b. Reviews the draft audit and Form 990, Return of Organization Exempt from Income Tax, as presented by the auditor.
   c. Presents the audit report to the Executive Board (if the auditor does not do this).
   d. Reviews the management recommendation letter from the auditor and ensures follow up on any issues mentioned.

8. Drafts an investment policy detailing the objectives of the investment portfolio, guidelines on the asset allocation of the portfolio based on a predetermined level of risk tolerance, authorizations for executing transactions, disposition of earned income, etc.

9. Ensures investments follow provisions of the investment policy.

10. Reviews the investment policy at least annually and updates as needed.

11. Hires and evaluates the investment managers/advisors.

12. Ensures the accountant follows EB-approved list of accounting requirements.

13. Oversees liability insurance policy.

Meetings: The Committee aims to meet monthly via webinar or conference call prior to the EB meetings.

1. This Standard Operating Procedure is effective on approval by the Executive Board and remains in effect until modified or rescinded.

2. It is reviewed annually by the Committee and an updated/reviewed version submitted to the Executive Board by March 1.