



*Shine a
Light on
Finances*

2024-25 Plan of Action

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GOALS/IMPLEMENTATION

- A. Manage a balanced budget and provide financial reports on a trimester and as-requested basis.
 - 1. Work with Finance Committee to prepare a budget that is reasonable and meets the needs of the US Women of Today. Provide a copy to USWT staff, finance committee and others, as requested.
 - 2. Ensure prompt collection and deposit of funds.
 - 3. Accurately record all financial transactions as incurred.
 - 4. Reconcile accounts and bank statements monthly.
 - 5. Prepare financial reports each trimester and provide them to USWT staff, finance committee, and membership, prior to meetings and as requested.
 - 6. Work with staff to maintain a good cash flow.
- B. Promote ways and means donations from chapters/states to raise \$1,000.
 - 1. Solicit donations from chapters in all the states.
 - 2. Recognize chapters/states that make donations.
- C. Hold fund raisers at each convention and national store sales to raise \$1,500.
 - 1. Mid-Year – fundraiser(s) to be determined.
 - 2. Year End convention fundraiser(s) to be determined.
 - 3. Other fundraisers, as necessary.
 - 4. Introduce new items to the national store.
- D. Maintain trimester communication with USWT Board and State contacts.
 - 1. Email newsletter to USWT board, state treasurers, and state ways and means program managers with information on ways and means, financial updates and finance training tips.
 - 2. Maintain contact by phone, text or email on a trimester basis with USWT and state officers regarding finance or other items.
 - 3. Respond to inquiries as requested.

COMMUNICATION

- A. Trimester newsletters to USWT Board and state contacts.
- B. Monthly reports to USWT President.
- C. Articles in Today's Leader and on website.
- D. Financial statements in Today's Leader.

TRAVEL

- A. Staff retreat meetings in July 2024 and January/February 2025.
- B. USWT mid-year convention in October 2024.
- C. USWT annual convention in June 2025.
- D. State meetings or other travel as requested and schedule permits.