

Action Plan – Fiscal and Asset Responsibility

Goal:

The Board and Staff of the Madison Senior Center account for the utilization of resources, publish plans to correct problems, and develop strategies to generate revenues to meet needs and grasp opportunities.

Objective 7-A: To prepare and distribute reports that fully and accurately account for the use of all revenues and income.

Objective 7-B: To develop City and Foundation budgets for the effective and efficient use of resources.

Objective 7-C: To generate sufficient resources to accomplish program and service goals.

Recommended Actions	Resources Required	<input type="checkbox"/> Organizations & <input type="checkbox"/> Agencies Involved	<input type="checkbox"/> T A & <input type="checkbox"/> Training Required	Individual(s) Responsible
1. Distribute Foundation quarterly financial reports to the Committee on Aging.				Foundation members serving on CoA/Office Manager.
2. Distribute YTD income/expense report for City Budget every 6 months to Committee on Aging.				Office Manager/Director
3. Encourage Foundation to share its financial resources to older adults throughout the City of Madison				Director/ Foundation members on CoA
4. Monitor Senior Center needs within the City CDD budget to ensure financial security.		Community Development Division		Director and Board
5. Build financial support through corporate sponsorships and grant-writing efforts.				Staff and Board
6. Review fiscal advisability of Foundation audit.	Audit Fees	KBK CPA		Foundation Board
7. Update City Continuity Plan with correct staff and contact information				Office Manager