

## **Finance Committee**

**Members:** Zaibo Li (Chair), Yanjun Hou (Co-chair), Huihong Xu, Zongmin (Eric) Chen, Qin Huang, and Yue Sun

### **Plan:**

1. Establish a new bank account to replace the previous one and manage money market interest earning bank account
2. Prepare CAPA bookkeeping with the help of professional CPA
3. Prepare and file IRS report for CAPA as a 501(c)(3) non-profit organization and other related tax forms with the guidance of lawyer (Mr. Vestal) and CPA (Ms. Chen)
4. Coordinate with CAPA Membership committee to collect membership fees
5. Oversee finance balance of CAPA conferences and meetings
6. Coordinate with CAPA Membership committee to collect membership fees
7. Coordinate CAPA sponsorship activities and CAPA member donations
8. Recruit and train new committee members for future Treasurer

### **Measures:**

1. Bank account balance and total reserve will be evaluated quarterly
2. Annual net balance change will be evaluated