

# International Institute of Municipal Clerks

## 2025/2026 Budget & Planning Committee Roster

Term: May 22, 2025 through May 21, 2026

### **PURPOSE:**

*To provide sound financial advice to the IIMC Board of Directors and IIMC Members.*

### **2025/2026 Goals & Objectives**

1. Develop and identify areas for improvement in the annual balanced budget, to be submitted to the Board of Directors for approval.
2. Develop a five-year capital items projected needs list.
3. Monitor quarterly expense and revenue reports from the Executive Director and bring areas of concern to the attention of the Board of Directors, ensuring the adopted budget is adhered to.
4. Review the expenses and revenues associated with the Annual Conference and report on profit/loss.
5. Review and report to the Board of Directors issues raised in the Auditor's Management Letter and Report.

### **Deadlines:**

|                           |  |
|---------------------------|--|
| <b>July 15, 2025</b>      | Identify and submit to Headquarters budget justification requested (if any) necessary to accomplish the Committee's goals and objectives. All requested will be reviewed by the Budget and Planning Committee. |
| <b>September 17, 2025</b> | File a Report with Headquarters for inclusion with agenda materials for the November IIMC Board of Directors Mid-Year Meeting.   |
| <b>March 26, 2026</b>     | File the final report with Headquarters for inclusion with the Annual Report.  |

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#### **Sheri L. Pierce, MMC**

##### **Chair**

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#### **Dawn G. Abrahamson, MMC**

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#### **Janice M. Bates, MMC**

##### **Member**

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#### **Lee Frazier, MMC**

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#### **Lisa Garcia, MMC**

##### **Member**

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## 2025/2026 Budget & Planning Committee Roster

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Finance Specialist

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