The Lynde and Harry Bradley Foundation, Inc.

Finance Staff Meeting

August 19, 2016

9:30 a.m.

Agenda

1. Tax timing – September state returns
2. Budget
3. T&E Policy
4. Efficiency Wish List
   1. Electronic record retention
   2. Online expense submission and approval process
   3. Paying vendors via ACH
   4. Online invoicing approval process
   5. Datamart and potential improvements
5. Grant Process
   1. File Content
   2. Filing Procedure
   3. System Coding
6. TAG – Technology Affinity Group