

African Methodist Episcopal Church
Fifth Episcopal District Lay Organization

SIXTY FIRST (61ST) ANNUAL SESSION
FIFTH DISTRICT LAY CONVENTION

Hosted by: Hosted by: Desert Mountain Conference



July 20th – July 21st 2018 | Renaissance Glendale Hotel & Spa, Glendale, AZ



Jacqueline Brown

District Office: Financial Secretary



Activities / Projects / Accomplishments

- Tracked and maintained a balance budget by monthly checks via communication with Treasurer, Finance Secretary and usage of online budget tool
- Adhered approved financial policies and procedures where being
- Designed graphic elements to create a brand for the 5th District Lay for multiple activities/events

District / Conference Meetings

- Planning Meeting, October 2018
- Mid-Year Convocation, March 2019
- Others at the call of the President

Future Office Plans

- Completed developed of 5th District Lay App
- Integrate Financial Planning, Budgeting & Forecasting
- Establish a travel policy with travel advancement form
- Establish a Audit Review Committee with 1st VP representation for each conference
- Establish web conferencing makes it simple and cost-effective to collaborate online with district/conference officers in real time
 - Zoom, Go Meeting, Amazon Chime, etc.
- Purchase projects and screens for future usage across district

Recommendations for District/Conference

- All district and conference officers consider purchasing a web camera for future meeting opportunities

Budgetary Needs

2018-19 District Officer Budget needs: **\$750.00**

- **5th district mobile app and maintenance**
- **Online web-based church/membership database**
- **Audit research**

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Questions