

Board of Trustees

Committee: Finance Committee

Primary Purpose of Committee:

The Finance Committee is commissioned by and responsible to the board of trustees. It has the responsibility of working with the director and business manager to provide oversight and guidance of the school's finances.

Committee Accountability and Members:

The Finance Committee is a standing committee accountable to the board of trustees. The committee is made up of board members, the school's director, the office manager, and volunteers. The treasurer of the board is the chairman who is appointed by the board of trustees.

Primary Responsibilities of Committee:

Annual Budget	Assist and advise in preparing an annual budget for the school in collaboration with the director and business manager. Responsible for presenting the budget to the Board of Trustees for review and approval.
Year End Auditing	Arrange for an annual audit, assist the director and business manager in preparing for the audit, and review the final audit results with the Board of Trustees for approval.
Oversight	Regularly review the organization's revenues and expenditures, cash flow, investments and other financial matters.
Reporting	Provide monthly reports to the board of trustees on cash flow, budget to actuals, policy and/or budget recommendations, and performance to goals from the strategic plan.
Policy	Recommend and implement policies related to the financial management and operation of the school to the board of trustees.
Strategic Planning	Understand the long range goals outlined in the strategic plan that have financial implications and report to the board of trustees on the school's ability to support those goals and/or what actions are necessary to meet those goals.

