



Finance Committee Charter

Updated June 2022

Purpose of the Committee

The Finance Committee assists the Board of Education in oversight of the District's financial policies, the development of the annual budget and long-term financial projections, the integrity of the District's financial statements, the internal and external audit process and response in conjunction with the annual audits.

Key Tasks and Responsibilities

- Maintain and update long-range financial plan
- Review budget related plans and documents
- Oversee the External and Internal Audit processes
- Act as the *Audit Committee* of the District

Decision Making Authority

Advisory to the Board of Education

Skills, Attitudes and Attributes Desired in Committee Members

- Members should possess the ability to think strategically about the financial condition of the district.
- Knowledge of school financial operation, budgeting, auditing and planning is helpful.
- An ability to think mathematically and analyze copious documents.

Chairperson

The Chairperson shall be a Board member and will be appointed annually.

Number and Composition of Committee Members

- The Finance Committee shall consist of the Assistant Superintendent for Business, the Superintendent, and one (1) or two (2) Board members.
- The Committee also may consist of non-Board members well-chosen for their expertise or relevance to the duties and responsibilities of the Committee.
- With approval of the Board of Education, the members of the Finance Committee shall be appointed by the Board President at the Reorganizational Meeting or as needed during the year.
- At least two times per year, the board members assigned to the Finance Committee will convene as the Audit Committee of the District and act as such according to the Audit Committee Policy [6690](#) and the corresponding [Audit Committee Charter 6690-E](#).

Amount of Time Required

The committee will meet as needed throughout the school year, and at least two times annually as the Audit Committee

Length of Commitment

Members are appointed annually

Process for Reporting on Work

- An agenda and minutes will be shared on an as needed basis.
- Updates will be provided as needed by the Chair to the Board of Education at board meetings.