



PEAK TO PEAK
CHARTER SCHOOL
800 Merlin Drive • Lafayette, CO 80026

Finance and Budget Committee (FBC) Process and Procedures Document

1) Purpose of committee

a) Overview

The FBC was established by the original bylaws of Peak to Peak Charter School.

b) History of committee

The FBC has existed from the first year of the school's operation.

c) Primary goals

- i) Recommend an annual balanced budget to the BOD for approval.
- ii) Review annual financial audit findings and make recommendations for appropriate action.
- iii) Review quarterly financial statements and provide feedback on results.
- iv) Review financial policies and procedures and make recommendations for any changes/improvements.
- v) Review any new debt issuance and make recommendations to BOD.

d) Committee's purpose within Peak to Peak's mission and vision

Its purpose is to ensure that the P2P board of directors (BOD) properly accounts for public funds and encourages sound financial management.

e) Related Peak to Peak statutes and/or bylaws

The FBC was established by the original bylaws of Peak to Peak Charter School.

2) Glossary of terms and acronyms used in this document/by this committee: None

3) Main activities of committee and processes used to complete activity

a) Recommend an annual balanced budget to the BOD for approval.

- i) Executive Director of Operations (EDO) develops the annual budget each year in conjunction with the Executive Leadership Team (ELT).

- ii) The preliminary budget must be submitted to the board of directors (BOD) by June 1st each year, therefore the EDO must present the preliminary budget to the FBC prior to this date in order to make a recommendation to the BOD.

b) Review annual financial audit findings and make recommendations for appropriate action.

- i) The annual audit is conducted for the fiscal year which begins on July 1st and ends on June 30th of the following year.
- ii) Peak to Peak is required by its contract with Boulder Valley School District (BVSD) to use the auditor with whom the district has contracted each year.
- iii) The auditors typically come on-site to conduct the audit in September for a one week period.
- iv) The preliminary audited financials are typically presented to P2P's financial staff in late October for review before the final audit is published in November each year.
- v) The FBC reviews the audited financials at the next regularly scheduled meeting and may make recommendations to the BOD if warranted.

c) Review quarterly financial statements and provide feedback on results.

- i) Quarterly financial statements are prepared by P2P's financial staff and presented to the FBC.
- ii) The FBC reviews these statements and may make recommendations to the BOD if there are any concerns.

d) Review financial policies and procedures and make recommendations for any changes/improvements.

- i) The FBC periodically reviews P2P financial policies and procedures and makes recommendations as necessary.

e) Review any new debt issuance and make recommendations to BOD.

- i) The EDO brings any proposal for additional debt service to the FBC for review and recommendation.
- ii) The FBC then makes a recommendation to the BOD with regards to the proposed debt service.

4) Procedures for identifying new members

a) Terms of membership

- i) FBC membership and participation is voluntary and unpaid.

- ii) FBC members shall serve 3-year terms. The BOD may approve reappointment of existing FBC members to additional terms.
- iii) An FBC member may be removed from membership if they are not present at two of the three scheduled meetings in a one year period. A letter of dismissal will be sent to a member being removed.

b) Process steps for new member identification and confirmation

- i) The membership of the FBC shall include the following:
 - (1) Two (2) P2P board members (board treasurer + another member)
 - (2) P2P executive director of operations
 - (3) P2P accountant
 - (4) Three (3) members external to the P2P community (not P2P parents or staff) to provide informed, objective, and unbiased evaluation of P2P finances.
- ii) External FBC members should possess a financial background with the capability to effectively analyze financial results and provide sound financial advice and input.
- iii) The external FBC members should represent a broad cross-section of professional experience including corporate, non-profit, and public school management. Typically, expertise is sought in banking/finance, philanthropy, and charter school finance.
- iv) External FBC candidates can be solicited through an open application process or active recruitment by the P2P BOD and/or administration.
- v) The P2P BOD must approve the addition of any new external FBC member.

c) Process steps for onboarding new members

- i) New FBC members are provided an orientation to P2P and its finances by the EDO and board treasurer.
- ii) New FBC members are provided copies of financial policies and guidelines and have access to all prior financial statements and reports.

5) Officers and duties

a) Terms of office

- i) FBC members shall serve 3-year terms. The BOD may approve reappointment of existing FBC members to additional terms.

b) Procedure for selection of officers

- i) The FBC does not elect officers. The EDO and the board treasurer lead the discussions at each meeting.
- ii) The EDO is responsible for scheduling meetings and providing the necessary documents for review to the FBC prior to each meeting.

c) Duties of officers

- i) Not applicable.

6) Change history for process document