

The Finance Committee Charter – rev. 7.18.2016

- a) Purpose
- b) Composition, Report to the Board of Directors, Quorum
- c) Responsibilities & Tasks
- d) Goals
- e) Policy: Finance Policy
- f) Operating Standards & Processes
- g) Committee Meetings
- h) Committee Budget
- i) Reports & Articles

A. Purpose

The Finance Committee is to assist the Board with its fiduciary responsibility and provide oversight on the finances of the Association.

B. Composition, Report to the Board of Directors, Quorum

The Finance Committee shall have not less than two members of the Board of Directors and the Executive Director. All committee members have one vote each. A quorum consists of three committee members.

C. Responsibilities & Tasks

The Finance Committee shall:

1. Recommend to the Board the auditor to be hired for the Association.
2. Collaborate with Executive Director and Staff in the preparation of the annual operations budget.
3. Review and amend the Finance Policy on an annual basis as needed
4. Monitor the collections process and delinquent accounts.
5. Review long term debt and recommend write-offs to the Board.
6. Evaluate the insurance policies for the Association.
7. Perform other activities as directed by the Board.

D. Goals

The goal of the Finance Committee is to ensure smooth financial functioning of the HOA consistent with legal and tax requirements.

The Board of Directors may determine any additional goals for the Finance Committee.

E. Policy: Finance Policy adopted May 9, 2016 (Governance & Policy Manual).

F. Operating Standards & Processes

Confidentiality Policy Acknowledgement Form

At the start of each new committee year, the members of the Finance Committee will be required to sign the Confidentiality Policy Acknowledgement Form. The signed forms will be kept on file in the Business Office. Refer to Confidentiality Policy Acknowledgement Form attached.

Implementation of Policy Changes

Recommended changes to the Finance Policy are subject to approval by the Board of Directors.

G. Committee Meetings

Committee Meetings

Finance Committee meetings are scheduled quarterly and as needed as determined by the Finance Committee. Meetings are held at the Mt. Park Clubhouse. Meeting packets are sent electronically no later than the Friday before each meeting. It is essential that Finance Committee members prepare for the committee's discussions and deliberations by reviewing all materials sent prior to the meeting.

Meeting Agenda

Meeting agendas will be set by the Executive Director and Finance Committee Chair.

H. Committee Budget

The Finance Committee does not have an annual budget. Any fees associated with legal consultation or auditor's contract are a part of operational expense.

I. Reports & Articles

Annual Finance Report

The Finance Committee submits a report to the Board of Directors with recommendations for amendments to the Finance Policy, proposed operations budget and other financial matters.