

C2.1 Finance committee terms of reference and annual calendar

Purpose

The finance committee is formed to provide guidance to the principal in the financial management of the school.

The finance committee will be made up of 1 board member (Treasurer), the Principal and Office Administrator.

Scoping

The school board has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finances and budget to the principal.

As a committee of the board, the finance committee is responsible for providing guidance to the principal on financial matters.

Delegated authority

The finance committee is responsible to the board for:

- Recommending an annual operating and capital budget, including professional development budget allocation for the principal and staff
- Determining the level of budgetary discretion available to the principal
- Monitoring and reporting on the annual budget via the principal
- Reviewing on behalf of the board accounts passed for payment by the school
- Advising on additional funding sources
- Assisting, if appropriate, the principal's preparation of the financial report, presented by the principal at every board meeting
- Recommending changes to financial policy
- Overseeing the preparation of the annual accounts for board approval
- Assisting the principal in reporting financial performance to parents and the community
- Providing input into the school's strategic plan
- Preparing special reports for consideration by the board
- Annually reviewing the school's risk management needs and insurance cover
- Assessing and making recommendations to the board on requests for spending on individual items outside of budget

Finance committee annual calendar

Date	Action required
28 February	Finance committee self-review and plan for the year Annual budget approval
31 March	Annual accounts prepared and forwarded to the auditors
31 May	Community reporting on financial performance
30 June	Ensure any issues raised by the auditor have been addressed Mid-year budget review
31 August	Annual review of risk management needs and insurances
30 September	Annual review of 10-year property plan completed, in accordance with the board's review plan, by the property committee and available as an input document for budgeting purposes. Note that this should also encompass normal cyclical maintenance and capital works Annual plan available as an input document for preparation of the budget
31 October	Initial annual budget recommendations submitted to the board
30 November	Revised annual budget (if required) submitted to the board for approval at start of next school year
Review schedule: Triennially Reviewed: September 2022	Next review: September 2025