**Finance Committee**

The Finance Committee is chaired by the Treasurer. Members of the committee shall be thoroughly familiar with the organization’s work and have expertise in financial matters. The Finance Committee shall meet monthly or as needs dictate.

Responsibilities include:

        To develop and recommend policy with regards to fiscal responsibilities of the organization.

        To review budgets developed and submitted by the Executive Director and recommend an annual budget of the organization for Board review and approval.

        To monitor all financial statements and report financial status of the organization.

        To review and recommend budget revisions when necessary and appropriate.

        To review (in advance of the full Board) the annual audit prepared by the Certified Public Accountant, and makes any recommendations deemed necessary and to schedule a presentation of the annual audit by the CPA to the full Board.

        To monitor any corrective action plans in response to the audit management letter.

        To develop and monitor investment policy and make recommendations to the Board.

        To annually review any long-term investment and make a full report to the Board.