



Section of Policy Manual: Governance	Policy No. GOV-11
Subject: Terms of Reference – Finance Committee	Policy Approval Date: November 9, 2017
Year of next review: November 2022	Last Review/Revision Date:

1. POLICY

Terms of Reference must be established to define the duties and responsibilities of the Finance Committee.

2. PURPOSE

The purpose of this policy is to provide a framework for the Finance Committee’s activities. The Finance Committee is responsible to the Board for interpreting the goals and objectives of the Board in financial terms, to include budgeting, expenditure and management of funds.

3. ACCOUNTABILITY

The Finance Committee is a standing committee of and reports regularly to the Board.

4. COMPOSITION AND TERM OF OFFICE

- A. The Finance Committee will consist of two Board members and the Chair of the Board (ex-officio). The CEO/Chief Librarian will be an advisor to the Committee and will also act as Secretary.
- B. Recent financial and/or accounting experience is preferred for at least one (1) member of the Committee.
- C. Committee members will be appointed for a minimum period of two (2) years.

5. MEETINGS

- A. The Committee will meet at least once every quarter and as required.



6. DUTIES AND RESPONSIBILITIES

- A. Review and provide guidance with the preparation of the annual operating budget request. Review the annual operating budget request as it relates to the Strategic Plan and priorities established by the Board. Bring the annual operating budget forward to the Board for approval and submit it to Council.
- B. Meet with the Town of Gravenhurst's Director of Infrastructure or their designate and the Board's Building Committee to establish capital budget requests and ensure library needs are prioritized in the asset management plan.
- C. Identify capital budget request items and bring these forward to the Board for discussion.
- D. Review expenditures and revenue prior to each board meetings as shown in the monthly financial reports.
- E. Provide and present a written monthly report to the Board regarding the most current financial statement.
- F. Review finance policies and recommend revisions to the Board.
- G. Review funding sources and encourage continuation of an adequate funding base from existing sources.
- H. Develop and recommend strategies to the Board to resolve ongoing and specific financial issues.
- I. Make recommendations to the Board regarding long range financial goals along with funding strategies to achieve them.
- J. Advise the Board as to any donations given and the status of its reserve funds on a semi-annual basis.
- K. Review the audited financial statements and ensure that there is an effective annual external auditing process.
- L. Monitor the Town's insurance policies, which cover the Library's and Library Board's insurance requirements, and provide input where necessary and report to the Board.
- M. Consult with the CEO/Chief Librarian on finances and related matters of concern.
- N. Undertake such duties as may be assigned by the Board from time to time.



7. REVIEW OF TERMS

- A. The Terms of Reference will be reviewed annually to ensure best practices are being incorporated.