

## FINANCE COMMITTEE

### Applicable Rules:

Pursuant to Rule 31 (1)(b) the Executive appoints a Finance Committee whose duties are:

- (b)...to administer the investment of the funds of the Society in accordance with policies determined by the Executive, and to make recommendations to the Executive before the Society's fiscal year end concerning
  - (i) the funds of the Society,
  - (ii) the amount of the annual fees,
  - (iii) the amount of the assurance fund levy, and
  - (iv) any other matter concerning the Society's revenues

The Committee is also responsible to adjudicate claims to trust money pursuant to Rule 111(6)

Pursuant to Rules 26 and 31(4), the Finance Committee shall

- develop and recommend the LSNT's annual budget to the Executive for adoption;
- ensure appropriate oversight of the financial processes and practices of the LSNT staff, in accordance with accepted accounting standards;
- monitor expenses against budget, and if necessary, adjust the budget accordingly, with the approval of the Executive;
- develop financial and investment policies and guidelines; and
- provide direction to the Executive Director related to the management and monitoring of the LSNT budget, investments and other financial instruments and assets.

Pursuant to Rule 31(2), the Finance Committee shall:

- consider the estimate of expenditures and receipts of the general fund presented by the Treasurer under rule 26, and shall submit its recommendations on the estimate to the Executive.

In addition, by resolution of the membership, or direction of the Executive, the Committee will, through a Request for Proposals, select an Auditor for recommendation to the membership at the Annual General Meeting.

Staff support to the Committee is provided by the Executive Director.

The Committee should have a minimum of three members and a maximum of five members, including the Chair. The Treasurer of the LSNT Executive is the Chair of the Finance Committee.

#### **Membership Qualifications:**

- A basic understanding of budget processes and the ability to read and understand financial statements and other reporting instruments, or a willingness to learn;
- An interest in, or knowledge of the management of investments; and
- The ability to attend quarterly and ad-hoc meetings and provide input into committee work and deliberations.

#### **Reporting Requirements:**

The Committee will prepare a quarterly variance report for the Executive, providing information on revenue/expenses against budget and forecasting the anticipated LSNT financial position at year-end. The Committee may also make recommendations on changes to the LSNT investment guidelines and policies. The Committee will provide advice to the Executive related to the development or revision of Rules, policies or practices governing the LSNT's finances and assets. In addition, the Committee will prepare an annual report for publication in the proceedings of the Annual General Meeting of the LSNT. In addition the Committee and/or the Chair will meet with or report to with the Executive on an ad hoc basis at the call of the President.