

# FINANCE COMMITTEE

## I. Purpose

Ensure the fiscal soundness of the Meeting through work on the annual budget, informally auditing the Meetings accounts, appeals for donations, and applications for grants and loans.

## II. Responsibilities

- Assist that treasurer in developing the budget, and approve the final budget for presentation to the monthly meeting by the treasurer.
- Toward the end of each calendar year, work with the treasurer to send out thank-you and pledge letters, adding personal notes and mailing the final letters.
- During January, assist the treasurer in sending out Letters of Acknowledgement/IRS Documentation to all those who contributed during the previous year.
- Once each year, meet with the treasurer to go over all the meeting's account and conduct an informal audit.

## III. Number of Members

- This committee should have three members. The treasurer serves as an ex-officio member of the committee and usually meets with them. As of this writing, the assistant treasurer is a formal member of the committee.

## IV. Desirable Qualifications

- Members should be comfortable with numbers and be reasonably familiar with basic accounting procedures; experience with small-business accounting or previous experience with non-profit finances are extremely desirable.
- Some computer literacy is desirable, particularly with spreadsheets such as Microsoft Excel. Familiarity with bookkeeping software would be a plus but not necessary.

## V. Time Commitment

- The committee meets a minimum of three times a year, as noted above (letter writing, budget approval, and informal audit). A fair bit of business is usually conducted via e-mail between meetings, and of course meetings might be scheduled at any time if the need arises, though in the past this has been quite rare.

## VI. Last revised: 1 January 2018