



# **CHED Santas Anonymous Incorporated**

## **FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE**

### **I GENERAL PURPOSE**

The Finance & Audit Committee is a standing committee reporting to the Board of Directors via the Committee Chairperson. The Committee's mandate is designed to provide guidance and support to the Board of Directors on financial matters.

### **II DUTIES AND RESPONSIBILITIES**

1. Recommending financial and accounting policies.
2. Investigating and making recommendations for acquiring funds and property.
3. Recommending policies on disbursing and investing funds.
4. Establishing policies for Board and Committee expenditures.
5. Continuous review the effectiveness of the organization's internal controls and risk management systems in collaboration with the Risk Management Committee.
6. Overseeing the annual budget process working closely with the Executive Director.
7. Presentation of the annual budget for approval by the Board.
8. Reviewing the arrangements for staff to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.
9. Overseeing the annual audit process.
10. Overseeing the relationship with the external auditor including (but not limited to) approval of their remuneration, approval of their terms of engagement.
11. Considering and making recommendations to the board, to be put to shareholders for approval at the AGM, in relation to the appointment, re-appointment and removal of the external auditor.
12. Presentation of quarterly financial statements to the Board of Directors.
13. Presentation of the year end audited financial statements to the shareholders at the Annual General Meeting.
14. Carrying out other duties as assigned by the Board.

### **III COMPOSITION**

1. The Committee will consist of no less than three (3) members.
2. The minimum term of a Committee Member shall be three (3) years with there being a restriction of two (2) consecutive terms. This excludes current Board Directors.
3. The Treasurer and their alternate must have financial literacy and ideally a accounting designation.
4. The Chair of the Committee will be the Treasurer from the Board of Directors which is determined after each Annual General Meeting.
5. The Executive Director and Chair of the Board of Directors shall be ex-officio members of this Committee.

6. The Chair will delegate duties and tasks to Committee members to ensure the responsibilities and annual objectives of the Committee are met.

#### **IV MEETINGS**

The Committee will meet generally monthly to review financial statements as well as other business arising. Members can anticipate a time commitment of between 30 to 40 hours annually.

#### **V FINANCES**

The Committee advises the Board of budgetary requirements to fulfill the requirements of the Finance & Audit framework.

#### **VI EVALUATION**

1. An evaluation of the Committee will be conducted by the Board from time-to-time as the Board determines necessary.
2. The Committee will review and submit its Terms of Reference to the Board for approval every two years at minimum.

<b>Board Review and Re-Approval Date</b>	September, 2020 amended and approved June 26, 2018 approved June 26, 2016 approved
<b>Board Approved Date</b>	August 2010