

**Finance Committee** (4 persons)

*Approved at MFB, August 7, 2005 (amended March 5, 2006):*

The Finance Committee considers and makes recommendations to Meeting concerning financial matters. The Treasurer is an *ex officio* member of the committee, which shall:

- Manage the Meeting's financial accounts and investments
- Prepare and present the annual budget in March, for approval in May
- Monitor giving and expenditure patterns and alert Meeting at Meeting for Business when they recommend an appeal to individuals for contributions
- Prepare and present financial reports in addition to the treasurer's regular monthly finance reports, as needed or requested
- Develop and propose financial procedures and policies for the Meeting, as needed or requested
- Advise other committees on financial matters or unbudgeted expenditures, as needed or requested
- Coordinate financial audits, as needed or requested
- Oversee the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting
- Maintain accurate working records of its work and ensure those records are passed along to the next Finance Committee clerk

The Committee is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.