

## **20. Board of Management Finance Sub-Committee**

The Finance Committee is a sub-committee of the Board of Management established to carry out the duties assigned to it by the Board.

In establishing a Finance Committee, the Board needs to formally agree:

- Terms of reference and functions to be performed by the committee (Sample terms of reference are included with this document)
- Membership of the committee
- Tenure of office – normally coinciding with the three year term of the Board
- Reporting arrangement with the Board and Trustees

### **Functions of the Finance Sub-Committee:**

The Finance Sub-Committee monitors the financial affairs of the school and makes recommendations to the Board as appropriate. This includes the following:

- Drawing up the annual budget of the school for presentation to and adoption by the Board of Management
- Preparing and presenting regular financial reports for the Board
- Organising the preparation of school accounts for the Accountant
- Overseeing the school's asset register
- Ensuring that recommended school internal controls are put in place and followed
- Ensuring that the requirements of the Education Act and the Articles of Management in relation to school finances are met
- Complying with financial requirements of Trustees, JMB Financial Support Services Unit and the Department of Education and Science

The Committee presents an abbreviated financial report (**See Appendix 5**) to the Board at each meeting outlining the financial position of the school and a short progress report concerning the funding activities currently engaged in by the school. Any new proposal involving the raising of finance and/or expenditure by the school will require the formal approval of the Board.

**(Sample Terms of Reference – See Appendix 2)**