There are many ways to set up a committee of this type and it really depends on the goals.  I will share our model.

The group is called the Treasurer's Advisory Committee.  The group was formed prior to my arrival but I am responsible for appointing new members when someone leaves the group.  This is my committee rather than that of the BOE so we can have an open communication on many topics without having to have public meetings and minutes.

We meet two to four times a year depending on need but primarily to review a five year forecast draft.  We meet more often when determining levy options and or potential budget reductions.  We have two board members who sit on the committee and they change annually.  We try to have them be different than the two members who sit on the Board Finance committee.

No documents for you just a process.  We started a finance committee 8 years ago and I told the auditors it was also an audit committee to meet that recommendation.

It is officially two board members and myself and the Supt. we meet 6 times a year (the policy committee meets 4 with the same folks at the same time) the Wednesday before the regular board meeting.  It is a public meeting so other board members do attend and so far the press has left us alone.  Every month except January when we are not organized yet and they give me July off.  We announce it at the organizational meeting so nothing else is needed unless we change something.

We don't have any set up documents but we do hold meetings quarterly. Our superintendent is the one who chose the members and set up the times and dates. We both present during the meetings and answer questions.

My best advice - choose your members wisely, keep your meetings short and the committee will be an asset. We get some good feedback and also give our group of 6 people lots of information to share with the community. If we decide to do another levy - this group will be the ones to help get that done. We need PI and this group has been given enough information to let us know if they think it's the right time or if the community believes there really is a need.

We have two finance committees.

One serves more as an audit committee  - the Financial Oversight Committee – I’ve included the history of the committee.  Note:  these members are different than the regular committee.

 The main finance committee used to meet monthly but we have reduced the number of meetings to correspond with the forecasts, budgets, etc.   We review items that are on the board meeting agenda for finance as well as any other pertinent financial topic(s).  The members consist of:  2 board members, 3 principals, Human resource director, Teachers union president + 1 delegate, Classified union president, Superintendent, Community Members (currently one but used to have three), Business Manager, County Auditor, and City Mayor.  I’ve included an agenda as well as our calendar.

A performance audit of City Schools was released August 26, 2006. In the audit, the Auditor of State’s office recommended establishing an audit committee. This recommendation was also mentioned in the management letters of the FY02 and FY03 audits. The audit committee’s function is to review the audit reports/results, assure audit recommendations are appropriately addressed, and independently oversee the finances of the District.

The Financial Oversight Committee was established and had their first meeting on January 31, 2007 per the performance audit recommendation. It currently consists of any board member that can attend (not a violation of Sunshine Law), the treasurer, the superintendent, and four business leaders in the community. Currently the committee meets twice per year – once in the Fall to discuss the pre-audit and again around January to go over the audit of the previous fiscal year.

Dear Board of Education Members:

**Introduction**

The purpose of this memo is to provide, in draft form, a statement of purpose and objectives for the Audit & Finance Committee.

**Purpose Statement**

The Audit & Finance Committee is charged with assisting the Board of Education in fulfilling its governance, fiduciary and oversight responsibilities related to financial matters and the performance of audits of District funds.

**Audit**

\*Confer with management and outside auditors as required or necessary to guide the audit process and to ensure that Board and administrative responsibilities regarding the audit are fulfilled.

\*Work with the Treasurer and key administrative personnel to ensure the integrity of audited financial information, the suitability of internal financial controls, and the timely resolution of issues identified during the audit.

\*Facilitate communication of audited financial information to the Board and school community.

**Finance**

\*Vet options on behalf of the Board, through taxation or otherwise, to provide appropriate financial resources for school programs and operations.

\*Provide guidance and consultation for the school investment program.

\*Develop strategies, in collaboration with the Treasurer and administration, for communicating financial information to the Board and school community.

\*Consult with the Treasurer and administration concerning the Board’s options for financing major investments in land, plant, property and equipment.

\*Support efforts to maintain the highest possible credit rating for the District and for the efficient retirement of debt.

\*Guide the effective deployment of available financial resources.

\*Monitor the financial forecast of the District and monitor the conduct of District financial affairs in accordance with its cash balance reserve resolution.

Our Finance committee is composed of two board members and meets for 45 minutes before the Board's monthly business meeting.  The Treasurer goes over reports with them and then makes available the finance packet to the other 3 board members. We did not have any set-up documents initially.

**Finance Committee**

A primary task of the Board of Education is assuring that the district has the necessary financial resources to satisfy its mission, to facilitate maximum learning for every student. In order to fulfill this responsibility, the board needs to continuously assess current and projected revenues and expenditures.

The board realizes that school finance is highly regulated with many restrictions placed on both revenue and expenditures. The district treasurer, who reports directly to the board, prepares financial projections and oversees the collection of revenue and the expenditure of funds.

Financial planning is done best when it involves all stakeholders. Stakeholders are key in the success of the district.

In order to bring an increased community perspective to the district’s finances, the Board of Education will annually organize and convene a Finance Committee to serve as advisors to the board. The committee will be selected by the Board.

The committee will be organized as follows:

* Board Member
* Superintendent or designee
* Treasurer
* Representative from City
* Representative from Union (School Employee)
* Representative from Ohio Education Association Union (School Employee)
* Township Trustee
* Parent in the district
* Business Owner in the district

The committee will meet on an as needed basis, at least quarterly, depending on the timing of the tasks listed below.

The intent of the committee is to assist the Board in a financial advisory role and not a decision-making committee. It is not the intent of the committee to partake in the day-to-day operations/decisions of the Treasurer or the district administration nor is it the intent of the committee to address state school funding issues. Some specific tasks of the committee:

1. Review annually the forecasting assumptions made by the Treasurer, which leads to the financial projections of district included in the 5-year forecast.
2. Share business and financial best practices from the private and public sectors.
3. Review the schedule of levies (timing and estimated millage amounts) based on the most current five-year projections and advise the Board.
4. Effectively communicate information to other stakeholders.