

## Terms of Reference

### SLNC Finance Committee

Date Approved by the Board: November 22, 2022

#### Preamble

The Finance Committee is a core committee of the Board and reports monthly, or as needed, to the Sovereign Lake Nordic Club.

#### Purpose of Committee

The purpose and role of the Finance Committee is to ensure the short and long term viability of the Club. Within this mandate, the committee shall exercise oversight in the core responsibilities of Financial and Budgeting Controls; Long Term Planning; Asset Management; Internal Control and Risk Management; and to ensure that Internal Controls and Risk Management Measures are in place.

#### Core Responsibilities

##### 1. Financial and Budgeting Controls

Ensure that there are processes in place for the development of annual Operating and Capital Budgets;

Review and recommend to the Board financial assumptions used to develop Operating Budgets, and the Strategic Plans;

Provide the Board with Variance Reports in November, January, and at the end of the financial year which show progress against stated Board Key Performance Indicators.

Review and recommend to the Board plans developed by management to address variances between budget and actual performance.

##### 2. Long-Term Planning

Participate with the Board and other Committees in the development of Strategic Long Term Planning;

Review and recommend to the Board, long-term financial goals and longterm revenue and expense projections;

Provide the Board with required financial information related to Long Term Planning.

##### 3. Asset Management

Ensure there are processes in place to manage preservation of the Club's Bank Account balances and Cash Flow Stability;

Review the financial viability of material Fixed Asset acquisitions;

Ensure all possible efforts are made to secure additional funding including Grants, Donations and events such as Major Races and Camps;

Establish an inventory and valuation procedure to determine the existence and valuation of the Club's Major Assets.

#### **4. Internal Controls and Risk Management**

Ensure the quality and integrity of management's internal controls including but not limited to:

- Oversight of all aspects of the accounting system;
- Disbursement and receipt controls, monitoring cash flow and banking;
- Establishment and oversight of all document filing Systems both manually and electronically;
- Oversight of accurate preparation of monthly and annual Financial Statements for presentation to the Board, the Membership and other interested parties (e.g. BC Parks)

Establish and maintain a centralized filing system for all corporate records, both manually and electronically (A secured SLNC external hard drive for all pertinent documents- Grant applications, Financial Statements, Agreements, Etc).

Ensure proper insurance coverage-Liability and Facility and Asset Coverage;

Such other matters as may be referred by the Board or management, from time to time.

### **Committee Membership**

The Finance Committee shall be comprised of the Treasurer, the contracted Accountant, the General Manager and one or two Board or Club members.

The Chair of the committee shall be the Treasurer.

### **Committee Meeting Schedule and Reporting**

Notes of each meeting must be prepared and circulated to the Finance Committee and made available to the Board of Directors in the Finance Folder of the Board of Directors Shared Drive. Highlights from these meetings will also be noted in the monthly Treasurer's Report the Board.