

FINANCE AUDIT AND FACILITIES COMMITTEE

PURPOSE

The Finance Audit and Facilities Committee provides accountability for the business aspects of district operations. The Committee assists the Board in its financial oversight by monitoring and reviewing the risk, control, and governance processes that have been established in Board policies.

NATURE OF COMMITTEE	Standing Committee of the Board
MEMBERSHIP	School District No. 64 trustees (3) Board Chairperson (ex officio) Superintendent and/or designate (non-voting) Secretary Treasurer and/or designate (non-voting)
CHAIRPERSON	A trustee will serve as Chair
PARTNER AND REPRESENTATIVE GROUPS	Comments and input from a representative from (non-voting): <ul style="list-style-type: none"> • Canadian Union of Public Employees Local 788 • District Parent Advisory Council • Gulf Islands Principals' and Vice-Principals' Association (GIPVPA) • Gulf Islands Teachers' Association (GITA) • Indigenous Education Advisory Council
APPOINTMENT	<ul style="list-style-type: none"> • Trustees are appointed by the Chairperson of the Board • Representatives are identified by the organization they are representing
BUDGET	None
SECRETARIAT	Executive Assistant to the Board
MEETINGS	Meetings will be scheduled a minimum of two times per year, or as needed due to workload. Agendas with supporting materials will be circulated to the committee and partner/representative groups, five days in advance of each meeting.
QUORUM	Two trustees designated as members of the committee

DELIVERABLES

The Finance, Audit and Facilities Committee provides oversight of audit and financial reporting, including:

- review and approval of quarterly and annual financial statements;
- transfer of monies between funds, risk management, and internal controls; and specifically,
- makes policy recommendations with respect to:
 - budget development and management;
 - financial management and reporting;
 - labour relations; and
 - capital planning for facilities and transportation.

REPORTING MECHANISM

High-level minutes of all meetings will be provided to the Board. The committee may make recommendations to the Board.