

Finance Committee Charter

Mission

To insure full and true accounting of all monies and activities and make reports of same.

Responsibilities

1. Prepare a proposed annual budget based on submitted requests from all other committees, including any appropriate research and investigation.
2. Submit said proposed budget to the Board for consideration in time for availability to the Association membership 60 days before the beginning of the fiscal year.
3. Recommend annual fees and dues to the Board, scheduled to meet budgeting needs and in accordance with the Bylaws and Covenants.
4. Perform contingency planning throughout the fiscal year and planning of appropriate alternate fund raising as needed or as directed by the Board.
5. Assist the Treasurer in preparation of the year-end Statements of Finances, to be submitted within 90 days of the close of the fiscal year.
6. Provide assistance to the Treasurer in research of options, management strategies of available funds, or other tasks assigned by the Treasurer.
7. Mail dues notices on the 1st of February each year and insure that the dues are paid by each homeowner within 90 days of billing.
8. Provide committee information to the Social & Welcome Committee for the Community Newsletter on a routine basis.
9. Provide adequate, advanced notice of meetings.
10. Welcome and encourage participation of members (open membership).
11. Conduct any other regular business in accordance with the Bylaws and Covenants, or as directed by the Board.
12. Submit minutes and/or reports of meetings to the Board.

Proposed 10/29/93

Adopted 6/19/94