

The Advisory Board Committee Responsibilities

FINANCE COMMITTEE

The Finance Committee will give general oversight to all financial operations and will make recommendations for improving and safeguarding the financial interests of The Salvation Army. The committee will work in cooperation with all other committees where the financial interests are implicated.

It is suggested that the Finance Committee meet quarterly as a minimum standard.

The TSA Commander, Advisory Board Chairperson, and Board Treasurer are ex-officio members of this committee.

No meeting of the committee may be held without the TSA Commander or his/her appointed representative present.

The committee chairperson should consult with TSA Commander on the meeting schedule. The chairperson will distribute meeting notifications. Salvation Army staff are available to distribute notifications on behalf of the chairperson if requested.

The Treasurer and/or Finance Committee chairperson should meet monthly with the TSA Commander or Director of Finance for monthly status reports, and for preparation of the advisory board finance report.

Responsibilities

The committee will:

- Strive to understand and interpret Salvation Army financial operations relative to the command and acquire a general working knowledge of Salvation Army financial procedure.
- Assist with preparation of budgets for presentation and endorsement by the board prior to submission to the supervising headquarters.
- Assist with presentation of budgets to United Way where required.
- Review regularly the financial status of the command and report to the regular monthly advisory board meeting.
- Assist with the development of a financial reporting format acceptable to the board for monthly financial reporting.
- Assist with the review and preparation of budgets related to capital projects or other fundraising campaigns.