

**Broward Education Foundation
Finance Committee Charter
March 2015**

Overall Roles and Responsibilities

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization. The committee also reviews the organization's financial performance against its goals and proposes major transactions and programs to the board.

Responsibilities

The finance committee's specific responsibilities include:

- Recommending policies that maintain and improve the financial health and integrity of the organization.
- Reviewing and recommending a long-range financial plan for the organization.
- Reviewing and recommending an annual operating budget consistent with the long-range financial plan and financial policies.
- Reviewing and recommending capital expenditures and unbudgeted operating expenditures that exceed management's spending authority.
- Reviewing and approving capital expenditures and unbudgeted operating expenses that, per board-approved policy, are above management's authority but below the threshold required for board approval.
- Reviewing the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and making action recommendations to the board.
- Monitoring the financial performance of the organization as a whole and its major subsidiary organizations or business lines against approved budgets, long-term trends, and industry benchmarks.
- Requiring and monitoring corrective actions to bring the organization into compliance with its budget and other financial targets.
- Review the annual Foundation audit, present it to the Board and address any issues contained therein.
- Review the annual Form 990- Exempt Organization Return
- Form the review committee for the selection of the independent auditors
- Review of the performance of the independent auditors.
- Recommend to the board policies governing investments.
- -Form the review committee for the selection of independent investment advisers and managers.
- Review reports from independent investment advisers and managers.
- Review and report to the board annually on investment plan performance.

Finance Committee Meetings

The Committee shall meet at least four (4) times annually (which may include meetings by teleconference or similar communications) and at such other times as it deems necessary to fulfill its responsibilities. The Committee Chair shall prepare or approve an agenda in advance of each meeting. The Committee shall maintain minutes of each meeting of the Committee, reflecting the actions authorized or taken by the Committee at each such meeting. Members of Executive Committee of the

Board or others may attend meetings of the Committee, as requested by the Committee. The Committee (or the Chairman thereof) may appoint a person, who need not be a member of the Committee, as secretary of the Committee. The Committee may delegate its authority to one or more subcommittees (which may, but shall not be required to, consist of only 1 person) of the Committee, provided that each member of such subcommittee is a member of the Committee.

Unless the Board provides otherwise by resolution, at all meetings of the Committee, a majority of the then authorized members of the Committee shall constitute a quorum for the transaction of business coming before the Committee, and the vote of a majority of the members of the Committee present at any meeting at which there is a quorum shall be the act of the Committee. Unless otherwise restricted by the Corporation's Articles of Incorporation or Bylaws, any action required or permitted to be taken at any meeting of the Committee may be taken without a meeting if all members of the Committee consent thereto in writing or by electronic transmission, and the writings or electronic transmissions are filed with the minutes of proceedings of the Committee.

The Committee shall be permitted to adopt such other rules and procedures, and amend and repeal such rules and procedures, as shall be necessary or incidental to the conduct of the business of the Committee, except as otherwise provided by the Board.

Members

The committee charter should include a list of the members assigned to this committee as well as the staff who support the committee. The committee should seek members with backgrounds in finance, accounting, business, investment management, executive leadership, and business ownership.

Reports

The committee will receive and review the following reports:

- Monthly, quarterly, and annual financial statements
- Investment reports
- Key operating benchmarks

Annual Committee Goals

The finance committee will establish goals each year specifying its principal work focus areas for the coming year. Typical examples might include:

- Developing a long-range capital plan integrated with the organization's strategic plan.
- Reviewing program financial viability profitability.
- Developing criteria for evaluating proposals for new programs.
- Reviewing investment reports to see each how manager and each category of investments performed versus benchmarks. Evaluating asset allocation.
- Reviewing the financial plan in relation to long-range strategic targets.
- Making adjustments to the financial plan based on operating margins, investment performance, and whether performance is consistent with the Foundation's strategic planning horizon.

Performance Review

The Committee shall conduct an annual performance evaluation of itself, including a review of the compliance of the Committee with this Charter. The Committee shall annually review and reassess the adequacy of this Charter and recommend any proposed changes to the Board for approval.