

# **FINANCE COMMITTEE CHARTER**

## **FORMATION**

Pursuant to Article III of the Sunflower Community Association, Inc. Bylaws, the Board of Directors (Board) is empowered to establish committees as deemed appropriate in carrying out the purpose of the Association. Accordingly, execution herein authorizes the establishment and continuation of the Finance Committee (Committee).

## **CHAIN OF COMMAND**

All Committee members shall serve at the will of the Board. The Board has the right and authority to disband and discontinue any committee or sub-committee, as well as appoint or dismiss any committee member or sub-committee member with or without cause.

## **STATEMENT OF INTENT AND OBJECTIVES**

This Committee is established by the Board to advise the Board through the Community Manager or assigned Board Liaison. The scope of the Committee's authority is stated in this Charter. The Committee will provide advice and counsel in the financial operations of the Community Association, which includes; the monthly financial review process, the Association's investment programs, the Association's audits, the reserve study update and the annual budget process. The Committee shall conduct such research and provide any analysis the Board or the Community Manager requests and shall alert the Board regarding possible trends and other matters of which the Committee believes the Board should be aware. The Committee's sole authority is to make recommendations to the Board.

## **COMMITTEE MEMBERSHIP**

Membership shall include homeowners of Sunflower Community Association, Inc. whose membership shall be in good standing with the association and include those members deemed appropriate by the Board; and until such time as a majority of the Board finds it necessary to rescind, modify or amend this Charter. Members of the Committee will be appointed by the Board. The Chairperson will be nominated by the Committee and approved by the Board with the advice and consent of the Board. The Committee shall have a minimum of three (3) and a maximum of nine (9) members.

## **TERMS OF SERVICE**

Candidates for membership will submit an application (attachment A) to be reviewed by the Board of Directors. All terms for members will be two (2) years. The Board may allow members to serve up to two (2) successive additional terms.

## **COMMITTEE AUTHORIZATION AND RESPONSIBILITY**

The Finance Committee serves at the will of the Board.

The Committee together with the Board Treasurer will determine the issues and concerns that will be presented to the Board and the Board Treasurer will provide the Board with a documented recommendation from the Committee.

The Board may assign additional duties to the Committee as the Board deems necessary.

Committee members may be required to sign a confidentiality agreement.

## **RESTRICTED FUNCTIONS AND LIMITATIONS**

The Committee is not authorized (unless specifically requested by the Board) to:

- o Give directions and/or instructions to contractors, management, employees or homeowners.
- o Communicate or represent the Association's business, political interests or positions to other persons outside the Association.
- o Take action independent of the Board. o Make financial or operational decisions.
- o Review the work of the Board or of other committees. o Change Association policies.

The committee is not charged to provide a detailed audit of the Association's financials.

Professional auditors contracted by the Board provide the role of auditing. The Committee's reviews of the financials should be within the areas outlined in this charter. Review of possible purchases, requests for proposals, expenditures and contracts by the Committee is done at the request of the Board or the Community Manager.

The agenda for the Committee Meetings will generally follow the attached sample agenda (Attachment B).

## **MEETING SCHEDULES**

Meetings will be held as necessary to fulfill the requirements of the functions and assignments of the Committee. The Chairperson shall give all Committee members advance notice of the time and place of all meetings. Such notices may be in person, by mail, or by electronic means and should include the agenda. The Community Manager and the Board Liaison will be kept informed of meetings and may attend applicable finance meetings. Pursuant to Arizona Revised Statute §33-1804, all regularly scheduled meetings are open to the members and must have an agenda available. Attending members are provided the opportunity to speak on an agenda item before the committee takes a vote on a recommendation.

This Charter of the Sunflower Community Association, Inc. Finance Committee was approved and adopted by the Board of Directors on this 11th day of January, 2017.

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### **References:**

- 1. General Committee Policy 7.01**
- 2. Committee Member Code of Conduct Policy 7.04**
- 3. Internal Controls Policy 4.01**
- 4. Procurement Policy 4.02**
- 5. Reserve Fund Policy 4.06**
- 6. Money Management Policy 4.10**

**EXHIBIT A**  
**Sunflower Committee Volunteer Application**

*Please complete this form and return to the Community Coordinator, to be considered by the Board of Directors.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Committee applying for (name of committee) \_\_\_\_\_

*I have attended at least one of the listed committees meetings. I have read the charter for listed committee and have read general committee Policy 7.01. \_\_\_\_\_ (Initial)*

Do you have any experience working on the committee you are volunteering for? Please describe this experience if any.

Why would you like to work in the area that you are volunteering for?

Do you have any experience working on an Association Board or committee?

How do you feel your education/experience has prepared you for working on the committee you have volunteered for?

Any other information you would like to share about yourself that would be helpful for us to know?

I have education/experience in the following areas:

Application Signature: \_\_\_\_\_

Committee Chair Signature:

**EXHIBIT B**  
**Sunflower Community Association, Inc.**  
**9401 N Sunflower Park Dr**

**FINANCE COMMITTEE MEETING**

**Agenda**

1. **Call to Order and Roll Call**
2. **Approval of minutes of the previous meeting**
3. **Review of Current Financials**
  - Treasurer's Report
  - Balance Sheet
  - Budget Comparison Statement
  - Month to Date Variance Report
  - Reserve Statement
  - Community Improvement Fund Statement
4. **Investment Review**
5. **Old Business**
6. **New Business**
7. **Adjournment**