

## **FINANCE AND AUDIT COMMITTEE PURPOSE/FUNCTION**

### **OVERVIEW AND PURPOSE:**

The Finance and Audit Committee (“Committee”) of the Revere Local School District (“District”) is appointed by the Board of Education (“Board”) and chaired by the CFO/Treasurer. It is the CFO’s responsibility to meet Federal and State compliance requirements, prepare financial projections, budget, plan for levy and bond issues cycles, and to oversee all other activities within the District that have risk management and financial implications. The Committee shall act in an advisory capacity relative to these fiscal functions and act as a sounding board providing input from constituents. It is also sound public policy to provide for transparency in decision making through community involvement.

### **MEMBERSHIP:**

The Committee shall be comprised of two members of the Board of Education, the CFO/Treasurer, the Superintendent, other administrators as designated, and not more than three community members. The members are expected to become financially literate in school finance, with the assistance of the CFO/Treasurer, within a reasonable period of time after appointment to the Committee. The community members as a whole should bring broad based skills to the Committee. Desirable skills include governmental experience, knowledge of school operations, financial management, accounting, and business management. The community members will initially be appointed for a one-year term renewable for one-year terms at the discretion of the Board.

### **AUTHORITY:**

The Committee has no authority to act independently. However, the Committee shall, from time to time, make recommendations to the Board of Education through the Committee chairperson.

### **KEY DUTIES AND RESPONSIBILITIES:**

In the Committee’s advisory role, members may be called upon to:

1. Review the annual audited financial statements with management, including major issues regarding accounting and auditing principles and practices, as well as the adequacy of internal controls that could significantly affect the District’s financial statements (Statement on Auditing Standards No. 61);
2. Review any major recommended changes to the District’s auditing and accounting principles and practices as suggested by the external auditor or management;
3. Share business and financial best practices from the private and public sector;

4. Meet on a quarterly basis or as called upon, based upon cyclical and non-routine financial activity;
5. Provide input on financial assumptions, forecast and forecasts;
6. Serve as an advisory group to the Treasurer, Superintendent, and Board of Education;
7. Solicit input from the Revere LSD community in a methodology approved by the Board of Education;
8. Evaluate strategies for improved financial performance;
9. Assess and make recommendations regarding the fiscal necessity and timing of any borrowing initiatives, including ballot requests.

Adopted: August 1, 2017