

Newcomers of Central Florida, Inc.
Job Description of
Finance Committee

The Finance Committee will be appointed by the **President** no later than May of each year. It is a temporary committee and will be disbanded once its duties have been completed.

Description of duties

The By-Laws Article IX: Committees, Section 3 discuss the **Finance Committee**.

The **President** shall appoint a **Finance Committee** composed of three members, one being the incoming **Treasurer**. This Committee will review [and audit] the financial records prior to the June Executive Committee [Board] meeting. It will be the duty of the Committee to prepare a budget for the [next] fiscal year and submit it [to the Board for approval at the June Board Meeting and then] to membership for approval at the June meeting.

Basic Job Functions

In addition to the By-Laws description above:

Collect from the current **Treasurer** all of the preliminary budget proposals submitted by Executive Board and Executive Committee Chairs at the May Board Meeting

Review and audit the current year's budget for accuracy

Review the proposed budgets for the next year and compare it to expected Club revenues

Develop a proposed budget for the next fiscal year and submit it to the Board at the June Executive Board Meeting for approval. Once approved, the **President** will submit it to the membership for approval at the June Luncheon

Requirements

Flexibility in scheduling to accommodate meetings

Ability to understand budgetary principles, review the existing budget, and make recommendations for the next fiscal year

The Chair, at least, must have a computer and printer in order to prepare the proposed budget.

Computers and email accounts are helpful to other Committee members to facilitate the workings of the Committee.

Revised: April 2, 2014