



American Osteopathic College of Occupational and Preventive Medicine

Finance Committee Policy (COM-08)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

1. Purpose. The Finance Committee exists to review all matters having financial consequences to the College and acts in an advisory capacity to the Board of Trustees in all decisions regarding finances.
2. Objectives
 - 2.1. Oversee the finances and assets of the College.
 - 2.2. Recommend to the Board the allocation of all resources.
 - 2.3. Interact with the Treasurer and Executive Director to recommend policy to the Board regarding expenditures of funds.
 - 2.4. Develop an annual budget for approval by the Board.
 - 2.5. Assure the Board's bookkeeping practices are in accordance with standard accounting procedures for non-profit agencies.
 - 2.6. Periodically evaluate the sources of revenue, investments and liabilities and provide a written report to the Board.
 - 2.7. Review an Accountant's Compilation of the finances annually and consider an accounting review or audit from time-to-time by an accounting firm which specializes in non-profit professional membership associations.
 - 2.8. Assure appropriate minutes of all meetings are recorded by the meeting's appointed secretary.
 - 2.9. Act as an advisory committee only to the Board of Trustees in making recommendations regarding the finances of the College.
 - 2.10. Shall not be responsible for raising funds.
 - 2.11. Shall review reserves each year to determine their adequacy.
 - 2.12. Shall from time to time review the allocation of reserves and make recommendations to the Board of Trustees.
 - 2.13. The finance committee shall ensure that the AOCOPM file required documents of the IRS, State of Record, and AOA.
 - 2.14. The finance committee shall annually review the Directors and Officers Insurance policy, as well as other risk-mitigating policies and instruments which the AOCOPM may procure to protect its assets. They shall recommend changes to the Board at its Annual Meeting.
 - 2.15. Conduct such other duties as requested by the President and/or Board of Trustees.
3. Procedure
 - 3.1. Review all financial statements.
 - 3.2. Recommend to the Board the allocation of all resources.
 - 3.3. Assist in the preparation of the annual budget for approval by the Board.
 - 3.4. Prepare a variance report or explanatory statement for line items which are more than a 10% variation from the budget.
 - 3.5. Conduct such other duties as requested by the President and/or Board of Trustees.



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4. Composition

4.1. Chair:

- 4.1.1. Shall have had past experience on the Board of Trustees and is appointed by the President.
- 4.1.2. The Chair may also serve as the Treasurer.
- 4.1.3. Shall submit a written report to the Board of Trustees at least thirty (30) days in advance of Board meetings.
- 4.1.4. If not a member of the Board, may be asked to attend meetings of the Board.
- 4.1.5. Shall be asked to provide a written report to the membership business meetings.

4.2. Committee:

- 4.2.1. Shall be a standing committee.
- 4.2.2. The Committee shall number seven (7) members and shall consist of the current Treasurer, a Past President, three current members of the Board, and two at-large members who have had previous experience on the Board of Trustees.
- 4.2.3. Members shall serve staggered terms to assure continuity.
- 4.2.4. There shall be no term limits.
- 4.2.5. Vacancies shall be filled by President, assisted by the Finance Committee Chair, and shall be submitted to the Board for approval at its next regularly scheduled meeting.
- 4.2.6. Due to the important fiduciary duty of the Finance Committee, if a member misses two consecutive meetings, he/she is considered to have resigned from the committee.

5. Current Policies Regarding Finances:

5.1. Reserves:

- 5.1.1. Shall strive to maintain two year's operating expenses. (This policy shall be reviewed by the Finance Committee each year prior to the Annual Meeting of the Board of Trustees.)
- 5.1.2. Shall maintain at least one year of resources in liquid, insured operating accounts.
- 5.1.3. The Finance Committee shall continually review the investment strategies of the College's resources.
- 5.1.4. Check signatures: All checks over \$5,000 shall require two (2) signatures. The Executive Director and two members shall be authorized for these signatures.
- 5.1.5. A Reimbursement Form must be completed prior to the issuance of any checks to individuals.

5.2. Request for funds

- 5.2.1. Extraordinary requests for funds (not already budgeted or allocated) shall be submitted to the Finance Committee at least thirty (30) days in advance of the Committee's regularly scheduled meetings. (*The Committee usually meets approximately thirty (30) days prior to the Board of Trustees.*)
- 5.2.2. These requests may also be submitted directly to the BOT.
- 5.2.3. All requests must be in writing and directed to the chair of the Committee with a copy sent to the Central Office.



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6. Allocated Funds
 - 6.1. See the "Reimbursement Policy" for allocated funds that have been approved by either the Finance Committee or the Board of Trustees.
 - 6.2. CME Conferences:
 - 6.2.1. All "special" CME courses, such as "Basic Courses" shall be self-funded.
 - 6.2.2. The College shall provide for expenses for staff travel to all meetings, conferences, etc. authorized by the Board of Trustees.
7. The Finance Committee shall annually review all Cash Handling and check writing practices of the College
 - 7.1. Ensure that the current Treasurer is a signatory on all Financial Accounts and Holdings of the College.
 - 7.2. The Treasurer should co-sign, or provide written permission on all withdrawals in excess of \$5000.
 - 7.3. Recommend amended financial and budgetary policies and procedures as needed

Revised: July, 2010