

**THE PROTESTANT SEPARATE SCHOOL
BOARD OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Finance

School Board and Committee Roles 2 - III

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

November 10, 2025

December 6, 2021

Page 1 of 1

November 2029

FINANCE

Purpose of Committee

The Finance Committee's role is to oversee all material aspects of the Board's (School Authority's) financial planning, reporting, control, and audit functions, as well as overseeing reserve investment funds. This includes focusing on the quantitative aspects of financial reporting and on the Board's processes for the management of business/financial risk. As such, the Board must also be in compliance with significant applicable legal, ethical, accounting, and regulatory requirements.

The Committee is responsible for overseeing the development of the Board's budget, monitoring the budget during the year, recommending capital project financing options, establishing prudent fiscal procedures that will allow the Board to make the most efficient use of resources, and focuses on identifying financial trends/situations that could materially impact the long-term financial health of the Board

In addition, the Committee reviews and makes recommendations to the Board of Trustees regarding the annual audited financial statements, the audit process and the external auditor's management letters, and provides an avenue of communication between the external auditors and the Board.

Frequency of Meetings

The Finance Committee meets quarterly, and on an ad hoc basis when called upon by the Finance Chair. The Manager of Finance and Treasurer, on behalf of the Committee, also provides monthly written financial reports to the Board as a whole.

Members

Chair (Trustee)

Trustee Members (2)

Manager of Finance and Treasurer

Supervisory Officer