

Amendment to 2001 District One Guidelines

Article IX "Duties of Standing Committee Chairs"

Item G shall read:

G. FINANCE COMMITTEE GUIDELINES

(Final; Approved September 10, 2015)

1. **Responsibilities:** The Finance Committee will produce a budget and review, recommend and clarify the finances of District 1
2. **Membership:** The Finance Committee will include a Chairperson, a minimum of three District members, an Executive Board member (other than the DCMC) and the Treasurer.
3. **Term:** Beginning in 2017 The Finance Chairperson will be elected in January of every odd year by a simple majority of the District's voting members to serve a two year term. Upon election, the Chairperson will then form the Finance Committee for that term.
4. **Meetings:** The Finance Committee will meet quarterly beginning in Oct 2015. The Chairperson may convene additional Finance Committee meetings whenever it is found necessary.
5. **Actions:**
 - a. **Budget Process:**
 - i. The Finance Committee, in the process of writing a budget, will consider the District's past financial history, the requests and recommendations of District officers and committee chairpersons and the available District funds.
 - ii. The proposed budget will be presented to the District membership in September of each year. District members will have thirty days to present the proposed budget to their groups. The proposed budget will be discussed, amended and considered for approval by a two-third majority of the District's voting members in October of each year.
 - b. **Financial Practices:**
 - i. **Prudent Reserve:** The Finance Committee will ensure the integrity of the District's prudent reserve by taking into account current fiscal circumstances and foreseeable financial needs.
 1. Beginning 2016, the Finance Committee will take steps to incrementally increase the prudent reserve while allowing committee chairpersons and other elected individuals to access their budgeted funds as needed for their District related activities. The goal is to reach a prudent reserve equal to 50% of the previous year's budget
 2. The prudent reserve will be kept in a savings account separate from the operating funds.
 3. Any change in the prudent reserve will require approval by a simple majority of the District's voting members.
 4. The prudent reserve funds may only be used in emergencies for the regular and necessary expenses of carrying out the work of the District.

- ii. **PRAASA:** The Finance Committee will budget funds for the DCMC and DCMC Alternate to attend PRAASA.
 - 1. The budgeted expenses will include registration, airfare or gas, lodging, ground transportation and a per diem allowance.
 - 2. The funding for PRAASA is contingent upon the current fiscal circumstances and the foreseeable financial needs of the District for any given year.

- iii. **Reimbursements and Expenditures:** The Finance Committee will ensure the appropriate spending of the District's funds.
 - 1. The Treasurer will provide to and request to be completed and returned an Expenditure Reimbursement Form from any officer or committee chairperson seeking funds prior to making reimbursement for budgeted committee related expenses.
 - 2. Requests to approve non-budgeted or over-budgeted expenses of any type must be submitted to the Finance Committee. Requests for less than or equal to 15% of the original amount can be approved by the Finance Committee. Requests for amounts greater than 15% will require approval by a simple majority of the District's voting members.

- iv. **Audits and Reviews:** The Finance Committee will ensure an accurate accounting of the District's funds.
 - 1. A review of the District's Treasurer's Reports and an audit of the District's bank accounts will be conducted prior to the Finance Committee's quarterly meeting.
 - 2. The Chairperson, if needed, will report to the District's membership on the findings of these quarterly reviews and audits.
 - 3. The Chairperson will oversee the orderly transfer of the District's financial materials when a new Treasurer is elected.
 - 4. Should the Treasurer's position be vacated, the Chairperson will promptly take possession of the District's financial materials and serve as the Treasurer until a new Treasurer is elected.

c. Financial Guidance:

- i. The Finance Committee will, from time to time, provide recommendations to the Treasurer and to the Executive Committee.

- ii. The Finance Committee's guidance will be focused on promoting best practices in the areas of record keeping, banking & banking access/security, financial software and promoting contributions to the District.

- iii. The Finance Committee will assist District officers and committee chairpersons in the preparation of their budgets and advise the District membership as to how any proposed motion may affect the District's finances.