FINANCE COMMITTEE
TERMS OF REFERENCE

The Finance Committee (the "Committee") is a committee of the Board of Directors (the "Board") of the Kerrisdale Community Centre Society (the "Society") appointed by and reporting to the Board. It operates at all times in accordance with the vision, mission, values, and policies of the Society.

MANDATE
The Finance Committee assists the Board of Directors in overseeing the Society's financial planning, financial reporting, investment analysis and management, internal controls, risk management, and compliance with legal and regulatory requirements to ensure financial integrity and transparency for the Society.

SPECIFIC RESPONSIBILITIES
1. Comply with all government reporting requirements in the Income Tax and Societies Act, and maintain the charitable status of the Society. Ensure compliance with relevant laws and regulatory requirements.
2. Ensure that financial records are prepared using Canadian generally accepted accounting principles (GAAP) and kept in good order for the retention period required by the Income Tax Act. Review the interim and annual financial statements to assess the organization's liquidity and operating capital. Oversee the integrity of financial reporting, including reviewing interim and annual financial statements and notes for clear and accurate disclosure of major transactions and issues in an understandable, relevant, reliable, and comparable way. Evaluate the usefulness of financial information, including Group 1 costs provided by the Accountant, and implement amendments when necessary. Report to the Board regularly regarding the Society's financial position, performance and health.
3. Arrange for an annual audit of the Society's financial statements by the auditors appointed by the Society's members at the Annual General Meeting. Recommend to the Board the appointment, reappointment, or removal of the external auditor based on the Committee's review of the external auditor's independence and competence. Review and approve the audit plan prepared by the external auditor, including scope, fees, and timing. Meet with the external auditor independently, without Society or Vancouver Park Board staff present, at least twice annually. Review the annual audited financial statements and auditor's report thereon and recommend to the Board the approval of the annual audited financial statements. Monitor audit results and management responses to audit findings and ensure timely follow-up on recommendations. Review and pre-approve any audit and non-audit services provided by the external auditor.
4. Prepare annual operating budgets of the Society for approval by the Board of Directors. Liaise with all committees to obtain sufficient information to prepare accurate annual budgets. Review all committee operating budgets, including all projected revenue, expenses, vendor relationships, contractors, instructors, staff, and Group 1 costs, to improve operational efficiency and financial health.

5. Invest the Society's surplus funds in accordance with the Investment Policy approved by the Board. Oversee the Society's investment policies, review the Society's investment performance, meet with the Society's external investment advisor(s) at least annually, and make recommendations to the Board related to the capital structure and investment policies of the organization. Report to the Board at least annually regarding the Society's investment performance, asset allocation and compliance with the Society's investment policies.
6. Review at least annually the adequacy of the Society's internal controls, financial systems, risk management, and related policies. Update existing policies, develop new policies and make recommendations to the Board as needed. Ensure that a plan for a system of risk management is developed and regularly updated, reviewed and approved by the Board annually, and distributed as appropriate. Review annually the quality, integrity, and effectiveness of the risk management plan, including the related risk assessments, policies, procedures, systems, and processes. Report to the Board at least annually on the progress, work and findings of the Committee with respect to risk management.
7. Review the organization's insurance coverage of property, general liability, cyber liability, and the liability of Directors and Officers to ensure appropriate coverage.
8. Develop or annually update policies and procedures intended to provide security, confidentiality, availability, and integrity of the Society's data, including personal information and other confidential information in the Society's possession. Evaluate the effectiveness of the Society's policies and procedures with respect to the Society's information technology systems, including cybersecurity and privacy. Oversee the Society's compliance with applicable information security and data protection laws and contractual requirements.
9. Finance Committee members may support committees or task forces, such as the Kitchen Management Committee, pending Board approval.
10. Regularly update this Committee's Terms of Reference. Annually review the Committee's performance and effectiveness against its mandate.

MEMBERSHIP

The Finance Committee will consist, at a minimum, of the Treasurer who will chair the committee, two other board members, the Accountant, and the Recreation Supervisor or Office Manager. Community members may also be appointed to the Finance Committee as required. Only members of the Board may vote. At least one voting member (ideally the Treasurer) shall be financially literate, including the ability to read, understand, and analyze financial statements and accounting policies in accordance with Canadian generally accepted accounting principles. All members must be independent, meaning they have no direct or indirect financial relationship with the organization that could influence independent judgment.

MEETINGS

The Committee typically meets monthly in adequate time for minutes and financial statements to be available for Board meetings. Additional meetings may be held as deemed necessary by the Treasurer. The Treasurer of the Society chairs the meetings and reports regularly to the Board. A majority of voting members constitutes a quorum. Decisions shall be made by consensus or majority vote. In the absence of the Chair, the Committee members will select the member to serve as Chair for the meeting. The Committee will record and maintain minutes of its meetings and provide them in a timely manner to the Board. As part of every meeting, the Committee will hold an in-camera session.