

Swansea Town Hall Community Centre Finance Committee Terms of Reference

Membership

This committee is made up of the Treasurer and such other persons as may be appointed by the Board.

The Treasurer acts as the Chair of this committee. The Chair of the Board of Management is an "ex officio" member.

Members Refer to Committee Members in Committee Section

Duties

For recommendation to the Board of Management, the Finance Committee will:

- Oversee the drafting of the annual operating budget, in consultation with the Budget Sub-committee, for submission to City Council for funding the operation of the Town Hall.
- Oversee the drafting of all Financial Policies and procedures.
- Review all methods of revenue gathering and in particular, review and comment on reports of space use dealing with rental rates.
- Advise whether proposed expenditures are within the Swansea Town Hall budget and upon revisions to budget if necessary.
- Oversee the accounting policies, banking procedures and all other financial procedures that are administered by staff of the Swansea Town Hall.

Meetings

Meetings of the Committee shall be on an ad hoc basis or upon the call of the chair of the committee or any of its members.

Budget Sub-committee

The Budget Sub-committee of the Finance Committee is made up of the Treasurer and at least one member of each of the Standing Committees (except Executive Committee) and at least one other member of the Board of Management, and such other persons as may be appointed by the Board.

Duties

The Budget Sub-committee provides multi committee input into the budget drafting process.

Meetings The Committee will meet as necessary.