



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

Terms of Reference of the Finance Committee

Mandate

The Finance Committee will annually review the budget priorities and expenditures and recommend a balanced budget to the Board.

Committee Membership

No fewer than three (3) Trustees, in accordance with the General Working By-Law of the Board.

Meeting Dates, Time and Location

Meetings will be held at the Catholic Education Centre, 650 Rossland Road West in Oshawa commencing at 7:00 p.m. in accordance with the Board approved Schedule of Meetings.

Resource Person

Director of Education or Superintendent of Business and Chief Financial Officer (or designate).

Terms of Reference

1. The Chair and Vice Chair will be elected at its first meeting following the annual meeting of the Board of Trustees, for a one year term.
2. Meetings will be held in accordance with the Board's approved General Working By-Law.
3. The Committee will examine and review the expenditures within the Board's budget, set budget priorities and make recommendations to the Board for a balanced budget. The committee shall further ensure that the annual financial goals and objectives are aligned with the Board's multi-year strategic plan for development of the operating and capital budget.
4. A copy of the minutes of all meetings will be included in the appropriate session of the Board agenda.

5. Agendas, minutes and supporting documentation related to the Finance Committee will be kept with the Director of Education or designate.
6. Operations will be consistent with a model of democratic and accountable governance that integrates and embodies Catholic values and traditions.
7. Committee will establish parameters of administrative operations and accountability and ensure that all administrative operations and procedures are based on this vision of Catholic education and designated to achieve its realization.

Effective June 30, 2021