

SYSA Board of Directors Approval: February 7, 2022



SHUSWAP YOUTH
SOCIETY ASSOCIATION

Shuswap Youth Soccer Association

Finance Committee

Terms of Reference

Chaired by the SYSA Treasurer. Provides oversight on all financial matters of SYSA. Works with Independent Auditor as for the requirements of the AGM and annual reporting to AGM. Delivers fiscal reports at Board meetings and every general meeting of the members.

Membership: Membership of the Finance committee will be 3 members. The SYSA Treasurer will be the chair of the committee.

Formation: The formation of the committee is as per the By-laws of the Association.

Term: All committee members will be appointed annually after the AGM.

Goals: The goals of the Committee shall be to advise the Board of Directors of SYSA by undertaking financial planning and oversight responsibilities by monitoring, reviewing and providing advisory function

Deliverables:

1. Review Budget submissions and prepare annual budget based on strategic priorities
2. Create Finance policy handbook to include
 1. Reserve fund policy
 2. Spending authority policy
 3. Registration Fees
 4. Investment policy
 5. Expense Policy
 6. Board, Staff, and Member Expense Policy including rates
 7. Time in Lieu for staff Policy
3. Review and report on cash flow, investments performance and variances from budget.
4. Ensure that external audit as indicated in bylaws is undertaken.

Jurisdiction: The Committee can make any recommendations with respect to financial operations of SYSA

Communication: Communications shall be typically by conference call, face to face meeting and emails.

Relationships: The Committee is solely accountable to the Board of Directors and is advisory in nature to that Board