

SECTION 25

Finance Committee Guidelines

1. The Finance Committee shall furnish guidelines and aid to the officers, trip leaders and committee chairpersons:
 - A. The Finance committee shall design and produce a planning form (budget) for committee chairpersons or trip leaders prior to their event or activity.
 - B. The Finance Committee shall suggest a format for a reporting form for committee chairpersons to use in satisfying the financial portion of the report required by the constitution to the appropriate Vice President after the event or activity has taken place.
 - C. The Finance Committee shall make recommendations as to the official and practical procedure and timing for the appropriation of funds.
 - D. The Finance Committee shall give notes or suggestions to the Board of Directors and committee chairpersons as seems helpful for future activities' planning and reporting.
2. The Finance Committee shall develop an informational fiscal plan to be presented to the Board of Directors and subsequently to the general membership.
3. The Finance Committee shall review committee reports, evaluate it's findings and make suggestions as seem helpful or appropriate.
4. The Finance Committee Chairperson shall act as Assistant Treasurer, upon nomination by the President and approval by the Board of Directors.

PROCEDURES:

Each Finance Committee member shall be assigned to a committee chairperson or trip leader, and shall obtain the following;

1. Projected Fiscal Plan
2. Final report from every event, activity, trip etc. within 30 days.
3. Assist committee chairperson in planning and finalizing their financial report.

PLEASE NOTE: the purpose of the Finance Committee is to assist committee chairpersons in maintaining accurate financial and informational records. These records shall be maintained to give historical data as well as to substantiate the Treasure's records. The Finance Committee is not to advise the chairperson or trip leader on how to run the event, activity or trip.