

FINANCE & AUDIT COMMITTEE TERMS OF REFERENCE

AUTHORITY

The Finance & Audit Committee is established by the Board of Governors and reports to the Board through the Committee Chair. The Committee is responsible for reviewing, monitoring, recommending and reporting to the Board of Governors with respect to the College's financial situation, financial and human resource policies and practices, and allocation of resources.

RESPONSIBILITIES

The Committee provides advice and recommendations, as well as direction and monitoring on behalf of the Board, regarding:

1. FINANCIAL PLANNING
 - Review the annual operating and capital budgets and, when satisfied, recommend to the Board for approval.

2. MONITORING
 - Regularly monitor the financial performance of the College in relation to the approved budget and, where necessary, review significant variances.
 - Ensure regular financial reports are made to the Board.
 - **Monitor the College's strategic planning in the context of long-term financial sustainability**

3. FINANCIAL POLICIES AND SYSTEMS
 - Review significant matters of financial policy and make specific recommendations to the Board.
 - Undertake any special financial studies or investigations, which the Board may delegate to it from time to time.
 - Ensure, on behalf of the Board, there is an adequate financial system that will produce accurate, relevant, and up-to-date, financial information within a suitable time frame.

4. INVESTMENT POLICIES
 - Review the investment policies of the college and make recommendations to the Board as to the structure of such policies.

5. INTERNAL AUDIT
 - Recommend, as required, to the Board, appointment of the internal auditor.
 - Review the results of internal audits performed and implement corrective action where control or reporting weaknesses are identified.
 - Report periodically to the Board of Governors on matters pertaining to or emanating from the internal audit program.

- Ensure, on behalf of the Board, the capital assets of the College are accounted for on a regular basis and reported as such to the Board.
6. EXTERNAL AUDIT
- Meet with the External auditors to discuss their annual audit.
 - Review and recommend to the Board the response to the annual Management Letter issued by the External Auditors.
7. ANNUAL FINANCIAL STATEMENTS
- Review the annual draft financial statements and, where appropriate, suggest improvements in the financial information and, when accepted, recommend the statement for approval by the Board.
8. HUMAN RESOURCES
- Monitor and provide direction regarding the College's human resource practices and plans, including reviews of reports, surveys, or analyses related to those practices or plans.
 - Monitor and provide direction regarding the College's labour relations situation, including collective bargaining approaches and major issues.

MEMBERSHIP

The Committee shall be composed of three to five public Board members, one of which serves as Chair. The committee will select from its membership an individual to serve as Vice Chair. Ex-officio members include the Chair of the Board and the President.

The Vice President Corporate Services and Chief Financial Officer shall act as a resource to this committee.