
Finance and Audit Committee

Terms of Reference

AUTHORITY

The **Finance and Audit Committee** is established by the Board of Governors and reports to the Board through the Committee Chair.

RESPONSIBILITIES

The Committee shall monitor, evaluate and make recommendation for decisions by the Board with respect to strategic and significant financial and capital infrastructure matters and policies of the college. The Committee shall also consider any other matters delegated to the Committee by the Board.

Without limiting the generality of the foregoing, the Committee shall:

1. FINANCIAL PLANNING

- Review the annual operating and capital budgets, infrastructure needs, alignment with the financial plans and policies with the strategic plan 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 provided to the Board.
- Monitor the college's strategic planning in the context of long-term financial sustainability.
- 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.
- Monitor the investments of the college in relation to approved policy.

3. FINANCIAL POLICIES AND SYSTEMS

- Review significant matters related to financial policy.
- Undertake any special financial studies or investigations, which the Board may delegate to it from time to time.
- Ensure there are adequate financial systems that produce accurate, relevant, and timely financial information.

4. AUDIT

- Review the results of internal and external audits performed and ensure corrective action has been taken where control or reporting weaknesses are identified.
- Meet with the external auditors to discuss their annual audit.
- Review and recommend to the Board the response to the annual exit report issued by the external auditors.
- Report periodically to the Board on matters pertaining to or emanating from an internal audit program.

5. ANNUAL FINANCIAL STATEMENTS

- Review the annual draft financial statements and, where appropriate, suggest improvements in the financial information and, when accepted, recommend the financial statements for approval by the Board.

6. HUMAN RESOURCES

- Monitor and provide direction regarding the college's labour relations situation, including the approval of the collective bargaining approaches and major issues.

7. AD HOC COMMITTEES

- The Finance and Audit Committee may strike any Ad Hoc Committee, as required, members of which need not all be Board members¹.

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 College Services and CFO shall provide management support to the Committee, with the assistance of Executive Committee members and management employees.

¹ Bylaws of the Board of Governors, article 7.1