

Finance Committee Job Description

1. Supporter/Member of Keep Truckee Meadows Beautiful (KTMB).
2. Attend Committee meetings.
3. Responsible for developing and maintaining KTMB’s Fiscal Policy.
4. Oversees the budgeting process to ensure the budget is based on reasonable assumptions, aligned with the KTMB strategic goals, and is properly monitored on an ongoing basis. Treasurer, as Chair of the Finance Committee, will forward the approved budget to full Board for approval.
5. Reviews and discusses the monthly/quarterly financial statements, noting any unusual trends and fluctuations. Treasurer presents financial statements at the regular Board meeting.
6. Reviews, discusses, and approves the annual year-end financial statement. Treasurer presents financial statement at the regular Board meeting.
7. Selects an accounting firm for the annual tax return (Form 990). Reviews and approves the annual tax return. Treasurer provides reviewed 990 to the Board during regular Board meeting.
8. Selects an accounting or other consulting firm for financial related services including but not limited to audit, reviews, banking, debt and investment management.
9. Reviews, discusses, and approves any debt issuance and any major asset acquisition.
10. Other duties as assigned by the Board of Trustees.