

Finance and Budget Committee Charter

The Somerset Owners Association Board of Directors has the authority to create standing or special committees according to section 3.16 and advisory committees according to section 3.18 of the Bylaws.

As such, the Board of Directors updates this formal resolution to amend the Finance and Budget Committee with the powers and duties set forth.

Purpose

The purpose of the Finance and Budget Committee is to conduct analysis and reviews of the Association's financials on behalf of the Board of Directors to facilitate sound decision-making through detailed reporting.

Responsibilities

The Committee shall have no authority to act on behalf of the Association other than to formulate and present information and recommendations to the Board related to its stated purpose. The Committee shall not engage in any activities that have not been requested by the Board either specifically or via the responsibilities identified in this charter and those set forth in the association's expense policy.

Specific responsibilities shall include but are not limited to:

1. Detailed review of the monthly financial statements and reconciliations prepared by the management company to identify variances between the budget and actual performance of the SOA; evaluate the significance of such variances; and identify and prepare appropriate information, conclusions, and recommendations regarding the SOA's financial performance to be reported to the Board at its next meeting.
2. Annually work with management company staff to prepare a draft budget for the following fiscal year to be approved by the Board. The committee shall begin developing a draft budget upon receiving preliminary goals and planning parameters from the Board. The timing and schedule for preparing the draft budget shall incorporate sufficient opportunities for the Board to provide comments and/or request additional evaluations or changes prior to finalizing the proposed budget.
3. Review the annual audit and reserve study/update and provide comments and feedback to the Board.

Organization and Term

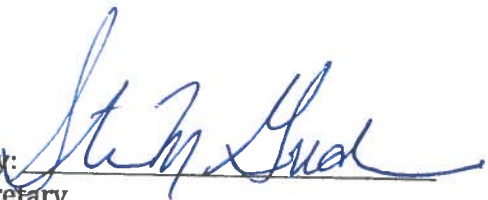
The Committee shall be composed of seven Board appointed members; one primary (the Board Treasurer) and one alternate Board member; and five Association unit owners in good standing. Committee members shall be subject to removal at any time by the Board, and any vacancies existing from time to time shall be filled by appointment of the Board. A quorum of the AGC shall consist of a majority of members. A decision may be rendered by a majority of members at a meeting at which a quorum is present. The alternate Board member shall vote only when the primary Board member is not in attendance or in case of a tie vote.

Each January, Committee members may elect from among themselves a non-Board Chairperson and Vice-Chairperson who shall be responsible for leading all meetings. In the absence of a committee chair or vice chair the attending board member may be in charge of running the meeting. The Committee meeting calendar will be established on an annual basis for Board approval at the December Board meeting.

At least one of the assigned Board Members is required to be in attendance at each Committee meeting. If neither Board member can be in attendance, the meeting will be rescheduled. A member of the Association staff will attend meetings as directed by the Board of Directors, but will not serve as a committee member. Staff members may take meeting recaps and provide information to the committee.

The Finance and Budget Committee charter was duly updated by the action of the Board of Directors on 14 December 2017

By: 
Board President

Attested By: 
Board Secretary