

Finance Committee of The Board Of Directors

Mandate

This is a standing committee of the New Path Foundation responsible for assisting the Board of Directors in fulfilling its oversight responsibilities, over the financial affairs of the Organization and to ensure the establishment of sound financial policies and practices which will lead to the long-term financial sustainability of the Organization.

Duties

1. Safeguard and protect assets of the Organization.
 - Ongoing awareness of financial health, ensure and articulate robust internal controls are in place, ensure sufficient cash & capital reserves, undertake risk management, cyber-security is adequate, etc.
2. Create & Maintain accurate ongoing financial records and ensure integrity thereof in accordance with the Organization's Financial Management Policies as approved by the Board.
 - Ensure accountability of staff to produce reports comprehensively and timely and according to GAAP, ensure best-practices & policies are in place to process and record transactions, ensure adequate software system and security measures in place
3. Prepare, present and track annual Budget and monthly Financials in a consistent and timely manner to Board.
 - Prepare and obtain approval of annual Budget by the Board including (i) salary grid increases, (ii) service fee increases, and (iii) capital expenditures all in accordance with delegated authority and signing resolutions.
 - Present and explain Monthly summary report comparing budget to actual results in key categories
4. Ease of understanding of financials and level of financial health to the Board.
 - Simplified financial statement summary, Dashboard to track ratios
5. Track KPI's to illuminate, anticipate and elevate any issues.
 - Alignment with strategic plan indicators, tie in with Dashboard report
6. Ensure compliance with Regulatory reporting requirements of relevant government agencies.
 - Annual charity return, HST and CRA requirements, licenses, etc.
7. Strategic Plan Alignment
 - Ensure Strategic Plan Initiatives are incorporated into the scope of work for the Finance Committee and that the Committee Goals align with and support the Organization's Strategic initiatives.

Process

Annually the Finance Committee shall make recommendations for Board approval on the following:

- Annual Operating and Capital Budgets
- Annual Audited Financial Statements
- Appointment of Auditors

- Amendments to Financial Management Policies

Quarterly the Finance Committee shall make recommendations for Board approval on the following:

- Actual versus Budgeted results on Financial Reports

Monthly the Finance Committee shall make recommendations for Board approval on the following:

- Actual versus Year-to-Date results on Financial Reports
- Validate key performance indicators.

Membership

The Committee will be chaired by the Treasurer of the Board of Directors. The Other members will include two other Board Members and the Executive Director (ex-officio). The Manager of Finance and Operations shall be required to attend all meetings.

Terms Of Office

The term of office of members of all committees shall commence with the announcement of their appointment and shall continue until the next Annual General Meeting.

Reporting Relationships

The Finance Committee have a reporting relationship to the New Path Foundation Board of Directors. On a monthly basis the Committee Chair shall report to the Board on its proceedings after each meeting on all matters within its duties and responsibilities where appropriate.

The Committee Chair on behalf of the Committee may make a written statement in the annual report about its activities.

Meetings

The Committee will meet monthly – 2nd Monday of each month. Timing will be from 3pm to 4pm with a ½ hour extension to 4:30pm if needed.

Quorum

A Quorum shall be a majority of the Committee's members.

By-Laws

This Committee is governed by the New Path Foundation By-Laws.

May 19, 2021