

BCLOA Committee Charter CH 2014-#14

Bear Creek Land Owners Association

Board of Directors

The following Budget & Finance Committee Charter was established pursuant to BCLOA Policy/Procedure 2013-#13-1, BCLOA Committees and adopted by the Board at a meeting of the Board on May 9, 2014. The Budget & Finance Committee is a Standing Committee and, therefore, shall follow the guidelines and procedures as set forth in BCLOA Policy/Procedure 2013-#13-1.

Budget & Finance Committee Charter

PURPOSE

The primary purpose of the Budget & Finance Committee (the Committee) is to advise and assist the Board of Directors (the Board) in fulfilling its financial oversight responsibilities with respect to budgeting, finance and accounting procedures. Such advice and assistance will include:

(1) Formulating an Annual Operating and Reserves Budget

- Formulate a proposed Operating and Reserves Budget and present for review and approval by the Board by May 1 of each year.
- The proposed budget shall be based on a thorough review of the current year's actual expenses, cost increases in contracts and utilities and future reserve needs.
- The proposed budget shall be consistent with the long-range financial plan and financial policies.
- The proposed budget shall consider potential capital improvements or enhancements.
- The proposed budget shall consider any reserve study with recommendations as to its adequacy.

(2) Identification of proposed potential capital improvements or enhancements, funding requirements, and phasing

(3) Interfacing with other committees. Receive and review proposed discretionary programmatic funding recommendations from other committees including analysis of the financial impact of proposed committee funding recommendations.

(4) Board requests. If possible examine and analyze financial and other statistical statements related to operations and other financial matters as the Board deems necessary.

(5) Reviewing and recommending a proposed long-range financial plan

(6) Reviewing financial ramifications of proposed major proposed transactions

(7) Reviewing and advising the Board on proposed special assessment proposals

(8) Reviewing financial reporting procedures and controls

- The role of the Committee is advisory. It is not the duty of the Committee to conduct audits or to determine whether the financial statements are complete, accurate and in accordance with generally accepted accounting principles.
- Review periodic financial statements and supporting documents provided by the Board Treasurer.
- Recommend policies that maintain and improve the financial health and integrity of the Association.

(9) Encouraging continuous improvement of and adherence to financial policies, procedures and practices.

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AUTHORITY

The committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to perform the functions that are numbered according the purposes listed above. The Committee is not authorized to financially or legally obligate the Association in any manner (i.e., contract for services, hire contractors, borrow money, purchase equipment or supplies, or approve such a request on behalf of the Board).

COMPOSITION

The Committee will consist of a minimum of two members as stipulated in Policy/Procedure 2013-#13-1, one of which will serve as the Finance Chairperson. The Board Treasurer can provide data to the committee in order to assist in their deliberations.

MEETINGS

As stipulated in Policy/Procedure 2013-#13-1 the Committee Chairperson, Vice Chairperson, or another committee member designated by the Chairperson, shall attend all regular Board meetings, shall provide a written report on committee activity at such meeting and shall request any Board guidance to allow the committee to perform its assigned tasks.

RESPONSIBILITIES

The committee shall have the responsibility to carry out the tasks as enumerated in Purpose 1-9 above.

SECRETARY'S CERTIFICATION: The undersigned, Secretary of Bear Creek Land Owners Association, a Colorado non-profit organization, certifies that the foregoing Budget & Financial Committee Charter was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board on May 9, 2014. In witness thereof, the undersigned has subscribed his/her name.

Bear Creek Landowners Association

Herb Bohannon, Secretary