

Tahoe Donner Finance Committee

2023 Task List - FINAL

1. **Fundamental Responsibilities:** Complete the fundamental tasks of a non-profit Finance Committee. These include:
 - a. **Annual Budget:** Support staff and the board in developing an annual budget.
This support includes:
 - i. Providing annual budget advice and feedback to staff, especially regarding key budget driver assumptions.
 - ii. Making annual budget recommendations to the board.
 - iii. Following adoption of the annual budget, working with the staff to monitor actual results to the budget.
 - b. **Financial Policies:**
 - i. Review financial policies annually to ensure that they are current and well-documented, and recommend new policies and policy updates to the board as warranted.
 - ii. Monitor adherence to the Association's financial policies.
 - c. **Capital and Investment Planning:** Regularly review the Association's investment portfolio and its adequacy to fund the Association's expected requirements for its list of expected capital investments.
 - d. **Regular Financial Review:** Review monthly financial results, analyze trends and their impacts on future operating results and financial condition, and make recommendations to the board as warranted.
 - e. **Audit Review:** Review the annual audit before it is finalized.
2. **FC Charter:**
 - a. Collaborate with staff to update the FC charter to align with 2021-5 and to clarify the committee's purpose, with the goal of submitting an updated charter to the board during Q1.
3. **Building Replacement:** In alignment with Workplan Strategic Initiative #5, Goal #8 (Building Replacement Program), support staff's development of a building replacement schedule and funding program.
4. **Financial FAQ:** Simplify and explain commonly asked financial questions for TDA members by providing subject matter expertise for financial FAQs.