2025 FINANCE TASK LIST DRAFT

ANNUAL TASKS

1. Monthly Financial Review: Conduct monthly reviews of financial performance versus budget, analyze trends (e.g. member, financial, operational, environmental), assess their impact on future results, and provide recommendations as needed.
2. Annual Budget Process:
    a. Provide advice and feedback to staff, especially regarding key budget driver assumptions, as they develop the annual budget.
    b. Evaluate and identify opportunities for enhancement and more efficient timing of the budget process.
    c. Work with Finance Staff and Administration to balance overall Board budget objectives with a "bottom up" budget development.
3. Annual Audit: Review the results before finalization. Provide committee summary (verbal or written) of comments to the Board.
4. Investment Portfolio: Regularly review the Association's investments to ensure compliance with policies and future funding needs.

SPECIAL TASKS

1. At the request of the Director of Finance, the Finance Committee will support Staff to:
    a) Review and provide input on staff-developed KPIs and other metrics to measure the performance of the organization for an improved dashboard to visualize results for key audiences (e.g. Board, staff, members). 2025 Annual Strategic Objective D.1
2. Financial Policies: Develop, review, and consider updates (as necessary) 2025 Annual Strategic Objective D.2
    a) Review and update capital funds policies with staff, the board and other financial administrative resolutions identified in the Multi-Year Policy Resolution Update Schedule.
3. Develop and implement the following plans:
    a) Committee member recruiting plan
        i. Confirm required skills, professional expertise, and relevant organizational or committee experience (e.g., at Tahoe Donner or another HOA).
    b) Committee leadership succession action plan