

# Bruce Peninsula Hospice Incorporated

## Finance Committee

The Finance Committee is a group mandated by and responsible to Bruce Peninsula Hospice Inc. All plans and projects require presentation to the BPCC for approval before activation.

The Finance Committee shall consist of:

The Treasurer of the Board of Directors

Two or more members of Bruce Peninsula Hospice Inc.

Persons with specific expertise may be appointed by the Board of Directors when or if required.

Members of the Financial Committee must declare a conflict when or if situations arise.

### **ROLE AND RESPONSIBILITY:**

1. To prepare and present a monthly report to the Board of Directors
2. To assist the Treasurer in preparation of the annual financial report
3. To assist the Board of Directors in producing annual reports and plans
4. To secure projected proposed expense budget from all committees, sixty days prior to presentation of the Annual Financial Plan
5. To prepare and present the Annual Financial Plan to the Board of Directors for their consideration and approval prior to fiscal year end --March 31<sup>st</sup>.
6. To collect and record all donations and expenses relative to Bruce Peninsula Hospice
7. To make available all financial information and records for filing at BPH Inc office after presentation.
8. To assist with all fundraising initiatives when needed.
9. To follow the Guidelines for Investment of Bruce Peninsula Hospice Inc.
10. To arrange for internal audit at fiscal year end and then transfer financial information to the Accountant as per AGM approved motion.