



Botanical Garden of the Piedmont
Finance Committee Roles & Responsibilities

1. GENERAL PURPOSE

The purpose of this policy is to establish the Botanical Garden of the Piedmont (hereinafter referred to as "BGP") Finance Committee's responsibilities as it acts on behalf of the BGP Board of Directors to establish guidelines and policies for standards and procedures to be applied when developing financial goals and objectives, making financial decisions and reporting the financial status of the organization. This policy is a guideline to allow for effective oversight by the Finance Committee and its responsibility with regard to management of the organization's funds.

2. FINANCIAL RESPONSIBILITIES OF THE BOARD

It is the responsibility of the Board of Directors to formulate financial policies, delegate administration of such policies to staff, and review operations and activities on a periodic basis. The Board of Directors oversees the general financial administration of BGP and will rely on the treasurer in concert with senior staff for the day-to-day operations and financial decisions. The Board delegates this oversight responsibility to the Treasurer of the Board and the Finance Committee. The following oversight and reporting responsibility is shared through delegation to the staff.

3. THE FINANCE COMMITTEE ROLES & RESPONSIBILITIES

The Finance Committee shall be responsible for the development, oversight and/or coordination of the following as described in Sections 5 through 11 below: a) annual budget presentation for Board approval; b) presentation of periodic internal financial statements; c) management of all bank accounts and investments that gives proper recognition to liquidity needs, risk and return; d) selection of outside auditors and oversight of financial audits; e) annual financial reporting; f) BGP insurance policies; g) internal controls; and h) related financial policies. The Finance Committee shall be chaired by the Treasurer who is responsible for reporting to the Board. The long-term financial objectives for the BGP are reviewed and **recommended by the Finance Committee to the Board of Directors for approval**, following the recommendations of the senior staff.

4. FINANCE COMMITTEE & ROLE OF STAFF

The general and daily financial management and reporting of the BGP is implemented by the Treasurer. The BGP's Treasurer acts as the primary fiscal agent, implementing all financial policies and procedures set by the Board of Directors through the Finance Committee. Senior Staff recommend expenditures and revenue objectives to the Finance Committee for BGP in accordance with the Board's approved policies and long-term plans, and develops the annual budget in cooperation with the Finance Committee and other Board committees as appropriate.

The Finance Committee and the senior staff shall continuously plan for the financial stability of the organization in accordance with the organization's policies and long-term

plans which will be reviewed periodically and adjusted as necessary by the Board of Directors.

The Executive Director will have the power to sign contracts and documents on behalf of the Garden at the direction of the Board. Senior staff may sign contracts and expenditures as per the approved the budget up to \$10,000.00 The Executive Director will also be empowered to make disbursements per the approved budget and any disbursements outside the budget as approved by the Board of Directors.

5. ANNUAL BUDGET

The BGP's Staff and the Treasurer shall be responsible for presenting to the Finance Committee and other Board designated committees an annual operating budget draft a minimum of thirty (30) days prior to the end of the fiscal year and a proposed budget a minimum of thirty (10) days prior to its submission to the Board of Directors.

The senior staff will coordinate the internal preparation of the budget draft, which will then be presented to the Finance Committee. The Finance Committee shall review and approve the recommended budget revenues and expenditures for the fiscal year budget and submit the final budget for approval to the Board for ratification.

6. INTERNAL FINANCIAL STATEMENTS

The Treasurer or designee shall prepare monthly Financial Statements in a format approved by the Finance Committee. The statements shall be presented to the Treasurer and Finance Committee for review. The Financial Statements shall include information about all BGP funds and cash positions as of the end of each month. The Financial Statements will then be submitted to the Board of Directors for approval at their next meeting.

7. MANAGEMENT OF BANK ACCOUNTS

The Treasurer or assigned staff shall maintain and oversee Bank and Investment accounts that support and ensure the BGP's day-to-day financial operations. These accounts may be established and / or changed, as the BGP's financial conditions and requirements change, with the approval of the Finance Committee.

8. BGP INVESTMENTS

The Finance Committee shall be responsible for overseeing all BGP funds and shall establish an investment strategy for both short- and long-term objectives that gives proper recognition to liquidity needs, risk, and return. As needed, the Finance Committee shall approve specific investment scenarios as described below upon adoption of this document by the Board of Directors.

The investment objectives of the BGP's *short-term* investments (typically less than two years) are safety of principal, liquidity, and income. Acceptable short-term investments shall be: Money Market Accounts and Certificates of Deposit that are FDIC insured.

The investment objectives of the BGP's *long-term* investments (typically two years or greater) shall be governed by the Investment Policy.

9. ANNUAL FINANCIAL AUDIT AND REPORTING

As appropriate, BGP will request an audit of its financial statements annually by a firm of Independent Certified Public Accountants. The fiscal audited year shall be July 1st to June 30th, corresponding to the BGP fiscal year. The Treasurer and the assigned staff shall have direct responsibility in overseeing the implementation and reporting of the Annual Financial Audit.

The Finance Committee, with input from the senior staff, shall select a CPA firm to perform the annual audit. In addition, the Chairman of the Finance Committee and the Finance Committee shall assist when necessary, in the audit preparation and report the final results to the Board of Directors. A representative of the audit firm shall be invited to attend the annual presentation to the Finance Committee and shall be required to make a presentation to the Board if the audit report is other than unqualified, or if the auditors report material weaknesses in internal controls or reportable conditions.

10. INSURANCE POLICIES

All BGP insurance policies, including but not limited to General Liability, Directors and Officers (D&O), and Workers Compensation, will be reviewed on an annual basis by the Finance Committee prior to renewal dates to determine if the coverage(s), premium(s), underwriter(s) and other related details are appropriate to the organization and its activities. Recommended changes or additions to the BGP insurance policies will be brought before the Board of Directors as appropriate for approval.

11. INTERNAL CONTROLS AND FINANCIAL POLICIES

Internal controls for all income and expenditures shall be reviewed as part of the audit process on an annual basis. The Finance Committee may request changes to such internal controls as necessary to maintain the integrity of BGP financial record keeping and reporting. The Finance Committee shall also review and propose additional financial policies as needed to the Board of Directors for its consideration.



Approved _____ Secretary 6/16/2021 _____ Date