

## CHART OF WORK (2018)

Each meeting will cover an overview of financial statements

January	Minimize financial risk through a review adequacy of insurance coverages
February	Develop of processes for connection points with other committees (Audit & Site Evaluation)
March	Develop processes for connection points with other committees (HR/Legal & Executive Compensation)
April	Thorough review of financial statements, analyzing profitability of business units/branches, large expenditures, budget overages/underages and causes
May	Minimize financial risk by ensuring that financial policies and procedures to safeguard Organization's assets are documented, and updated as necessary. Monitoring adherence financial policies and procedures (long-term contracts or leases, loans or lines of credit, capital purchases, etc.)
June	Review analysis developed by management regarding maximizing the organization revenue (i.e., school districts, private, middle school, new horizons)
July	Minimizing expenses/vendor management – Understand processes to minimize expenses & vendor management; review top 10-15 largest expense items; understand quantification of savings
August	No regular meeting, can add as needed
September	Minimize financial risk through a review of insurance coverage with a presentation by Insurance Broker to review coverages and to discuss renewal options and risks.  Discuss limits of authority as it pertains to multiyear approvals such as lease agreements.
October	Thorough review of financial statements to include detail review of expenses including a presentation by the purchasing/contracts administrator regarding minimizing expenses.  Revenue analysis and overview of trends and opportunities
November	Review and approve annual operating budget developed by management; Ensure budget aligns with organizational goals and has strategies to achieve  Review and approve Tipper budget
December	Review discuss and approve the 2019 chart of work and determine metrics to report to the BOD based on the strategic plan.
As Needed Meetings	Approve large expenditures that require Finance Committee approval including long-term leases/contracts, loans, capital expenditures.  Connection to other committees:  Connection with Site Review Committee re: approve recommendations as to new sites or discontinuance of sites  Joint meeting with one or more other committees to review any large risks/liabilities identified by Legal/HR/IT/Audit  Review significant control deficiencies/audit findings identified by Audit Committee  Review and approve significant funding through PDF or CARES committees