

Proposal for Finance Sub-Committee

In light of the recent re-assignment of financial responsibilities, I propose we form a Finance sub-committee.

This sub-committee would consist of:

- Susan Ross
- David Hall (tbc)

The terms of reference for this sub-committee would be:

- Review the quarterly results against forecasts
- Quarterly review of bank reconciliation (an important internal control)
- Review the budget (the Clerk would need to supply the budget and a variance analysis)
- Review the Finance Regs each year
- Review the utility bills and if necessary recommend cheaper suppliers
- Review the insurances etc