

***Western Reserve Society SAR***  
***Officer, Trustee & Leadership Handbook***

**Finance Committee's**  
**Responsibilities and Guidelines**

**The Treasurer is the chairman of the Finance Committee**

**ADMINISTRATIVE**

Maintains a Committee that encourages active participation and input by all its members

Provides an up-to-date list of Finance Committee responsibilities to each Finance Committee member

Prepares a proposed annual budget for Committee expenditures

Maintains written procedures that will facilitate the assumption of responsibilities by a successor Chairman

**FUNCTIONAL**

Prepares an annual plan and objectives regarding the administration of the financial matters of WRSSAR

Solicits data from Committees and Officers and prepares a Proposed Annual Operating Budget

Reviews the Proposed Budget with the President and First Vice President for changes and then submits the Proposed Budget to the Board for approval

Revises the Proposed Budget to include changes directed by the Board and resubmits the budget for final approval

Reviews the adequacy of dues and other income and recommends appropriate action to the Board

Reviews and recommends action by the Board on all proposed expenditures for which no provision has been made in the Approved Budget

Prepares and/or assists in the preparation of special studies related to the finances of WRSSAR