

SEASIDE CONSORTIUM

Finance Committee

ROLES AND RESPONSIBILITIES

Mission: The Finance Committee will carry the Budget Process for the consortium and all (3) school campuses, along with other finance duties. Chosen members of this group will bring strong knowledge of finance, accounting, taxes, analytics, planning, diversity & inclusion, and or strategy.

Finance Committee Composition

9 members: 1 Board Member; Superintendent; Business Manager; 6 Parents from the community (preferably 2 from each school)

Desired Finance Committee Member Skill Sets

Finance	CFO
Accounting	Budget Holders
CPA	Mathematic Professions
Planning / Strategy	Analytics
Tax Expert/Background	Diversity & Inclusion

Finance Committee Member Expectations

- Attend and participate in monthly Finance Committee meetings
 - Review all budgets monthly
 - Review and maintenance of Seaside's Policies and Procedures Manual for Financial Management and Oversight
 - Periodic surprise and scheduled audits of Seaside's fixed asset management
 - Oversight of tax filings
 - Transparency in all Seaside Consortium funds and budgets
 - Keep the school's Diversity, Equity and Inclusion mission as part of discussions and decision making processes
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Time Commitment

- 5 - 10 Hours per Month
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Finance Committee Responsibilities

- Budget for each School as well as Consortium roll-up budget
 - Comprehensive budget will be updated at annually
 - Review and oversight of monthly budget reports to the Duval County School District
- Business plan for Consortium

- Updated organizational chart
- Explore other sources of revenue and programs such as Before/After School Program, Pre-K Program, Summer Camp Program, etc.
- Conduct periodic spot checks of leave forms and time sheets for all (3) schools
- Maintain an open and working relationship with the Fundraising Committee
- Review, maintain, and help execute Diversity, Equity & Inclusion plan

Finance Committee Goals (Subject to Change)

Goals as of June 2020 are as follows:

- Form strong committee
- Continue monthly meetings
- Review business plan
- Build and finalize 2020/2021 Budget
- Work with Fundraising Committee for financial needs

Committee Reports

Monthly updates/progress report for board:

- Members
- Budgetary needs
- Organizational changes
- Business plan review
- Other financial matters