

Wheatbelt Natural Resource Management Incorporated

Finance Committee Policy

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| Policy Name: | Finance Committee Policy |
| Policy Number: | 1.4 |
| Policy Version Number: | V2.00 |
| Policy Category: | Board Governance |
| Contact Officer: | Chairperson, Finance Committee |
| Date Approved by the Board of Management: | 8 th November 2016 |
| Date of Last Review: | 4 th November 2016 |
| Period Until Next Review: | 36 months from the approved date as required |
| Related Legislation: | <ol style="list-style-type: none"> 1. Associations Incorporation Act 2015 (Western Australia) 2. Australian Accounting Standards, as published by the Australian Accounting Standards Board, URL http://www.aasb.gov.au/Pronouncements/Old/Current-standards.aspx |
| Related WNRM Policies or Procedures: | <ol style="list-style-type: none"> 1. 1.4.1 Terms of Reference, Finance Committee |

1. Definitions

“**Finance Committee**” means the Standing Committee that provides advice to the Board of Management on financial matters, undertaking duties as set out in its terms of reference.

“**Finance Officer**” means the employee or service provider appointed who is responsible for administering the financial management system.

“**Investments**” means any funds allocated to any activity for the sole purpose to expand the funds, such as a term deposit.

“**Standing Committee**” means an advisory committee established for the purpose of assisting the Board of Management with governance matters.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to the function of the Finance Committee, which is a constitutional Standing Committee to the Board of Management.

The primary function of the Finance Committee is to assist and provide advice to the Board of Management in the preparation and reporting of the financial accounts and to oversee the compliance of financial records to the Australian Accounting Standards.

The Finance Committee is also tasked to investigate and provide advice to the Board of Management relating to Investments.

3. Membership

3.1 The Finance Committee will comprise four (4) to five (5) members:

- 3.1.1 the Chairperson of the Board of Management or as otherwise delegated by the Board of Management;
- 3.1.2 the Chief Executive Officer;
- 3.1.3 the Finance Officer; and
- 3.1.4 one (1) to two (2) members, representatives from the Board of Management.
- 3.1.5 one (1) of the representatives from the Board of Management must be the Chairperson

4. Policy Statements

4.1 The Board of Management will be supported by the Finance Committee that serves as a constitutional Standing Committee and provides an advisory function on financial matters.

4.2 The key roles and responsibilities of the Finance Committee are to:

- 4.2.1 oversee the appointment and outcomes of the external accountants;
 - 4.2.2 review and ensure compliance of financial records to the Australian Accounting Standards;
 - 4.2.3 oversee the preparation and reporting of the quarterly financial accounts;
 - 4.2.4 oversee the preparation and reporting of the annual accounts; and
 - 4.2.5 oversee the investigation and provision of advice to the Board of Management on options for any Investments as required.
- 4.3 A Board of Management approved Terms of Reference document will set out the operational framework for the Finance Committee.
- 4.4 The Chairperson of the Board of Management by default chairs the Finance Committee, or otherwise as delegated by the Board of Management.
- 4.4.1 In the event that the chair of the Finance Committee is unavailable, the members present at the Finance Committee meeting will elect a chair for that specific meeting.
- 4.5 The Finance Committee will have appropriate financial management expertise through its membership to adequately undertake its function.

4.6 Finance accounts will be in accordance with the Australian Accounting Standards.

5. Responsible Officers

- 5.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 5.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 5.3 The Chairperson of the Board of Management has been delegated the responsibility by the Board of Management or as otherwise delegated, for the operational compliance of the Finance Committee to this Policy.
- 5.4 The Finance Committee members are responsible to act in accordance with this Policy and make recommendations for its improvement as required.

6. Approval

This Policy was approved by the Board of Management on the 8th November 2016.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated