

**CODE: BDEA**

**SCHOOL COMMITTEE FINANCE COMMITTEE**

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The Finance Committee of the Kittery School Committee shall normally meet twice a month and at other times on an as-needed basis.

The Finance Committee shall consist of at least two members of the School Committee appointed by the Chair. The Superintendent and Business Manager shall be ex-officio members.

When warrant approval is needed on non-School Committee dates, the warrants may be signed by one member of the Finance Committee, the Superintendent and the Business Manager. A review of these items will be available at the next Finance Committee meeting.

The Finance Committee will be responsible for reviewing business transactions, checking the monthly budget report and recommending approval of the warrants for accounts payable transactions.

Additional duties of the Finance Committee will include:

1. Advising the Superintendent in financial matters as needed, to be brought before the full School Committee;
2. Meeting annually with the auditor before preparation of the final report;
3. Reviewing the annual audit and making appropriate recommendations to the full School Committee;
4. Assisting in the development and presentation of the annual budget; and
5. Performing such other duties as may be assigned by vote of the School Committee.

The Finance Committee shall report its findings and recommendations for action at regularly scheduled School Committee meetings.

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Adopted: August 7, 2007

Revised: May 17, 2011; October 2, 2012