

SHELTER BAY COMMUNITY, INC.
Finance Committee

MISSION STATEMENT AND OPERATING STRUCTURE

Mission Statement:

- Review the annual operating and capital budgets and CFG reserves reports prepared by the manager, and make recommendations to the board.
- Review and recommend updates to policies and procedures of a financial nature to the board.
- Review financial performance, and investigate and review financial issues at the request of the board president and/or board on a case-by-case basis.
- Review the auditors' management letter and audited financial statements, and make recommendations to the manager
- As needed, recommend to the board an auditor selection.
- Be familiar with financial matters of the community.

Operating Structure:

The treasurer and assistant treasurer, or other board member, will serve on the finance committee. The treasurer will serve as chair of the finance committee.

Meeting agenda will be posted at least 24 hours in advance of the meeting in the business office. Meeting notes will be taken and posted in the business office within 5 days of the meeting.

Meetings to be held as needed.

Adopted by the Finance Committee: January 13, 2005

Approved by the Board of Directors: January 19, 2005

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