

Sandia Heights Homeowners Association

Finance Committee Charter

Board-Approved Charter

1. Committee Status and Authority

The Finance Committee (FC) is a standing committee of the Sandia Heights Homeowners Association (“Association”) established and authorized by the Board of Directors (“Board”). The FC operates under authority delegated by the Board and makes recommendations to the Board as appropriate.

2. Charter Adoption, History, and Review

This Charter was approved by the Board on April 8, 2026. The Charter may be reviewed periodically and revised by the Board as necessary to ensure continued alignment with the Association’s financial needs.

3. Purpose

The purpose of the FC is to provide oversight of Association financial matters during its fiscal year (January 1 through December 31).

The Committee supports the Board and the Treasurer in maintaining sound fiscal practices, financial transparency, and responsible financial management.

4. Membership and Composition

The FC shall consist of:

- The Treasurer serving as Chair
- At least two (2) additional Board members

Committee members are appointed by the Board. Recommendations may be made by the Committee Chair or committee members.

5. Ongoing Roles and Responsibilities

The FC performs the following ongoing responsibilities:

A. Financial Oversight

- Reviews financial matters and actions undertaken by the Treasurer on behalf of the Association.
- Assists the Board in fulfilling its fiduciary responsibilities for Association financial matters.
- Reviews financial control practices and procedures to help ensure the proper handling and protection of Association funds.

B. Financial Records and Accounting Practices

- Ensures that financial records are maintained in accordance with generally accepted accounting practices.

C. Financial Planning and Budgeting

- Evaluates the financial condition of the Association.

- Recommends the types and corresponding balances of financial reserves, if needed.
- Prepares the financial reserve recommendation and annual Association budget for Board review and approval.

D. Financial Reporting

- Provides regular monthly financial reports to the Board.

E. Annual Financial Review and Compliance

- Conducts the annual internal financial review of the Association.
- Evaluates financial information and technology processes and practices related to financial management.
- Reports its methodology and results to the Board and the membership in accordance with the intent of Section 8.10.2 of the Association Bylaws.
- Ensures compliance with applicable state audit requirements.

F. Additional Duties

- Performs other financial duties as assigned by the Board.

6. Scope Limitations

The FC does not independently authorize expenditures or financial commitments on behalf of the Association unless specifically authorized by the Board. All financial recommendations are subject to Board review and approval.

7. Reporting and Accountability

The FC reports regularly to the Board on its activities, financial reviews, and may provide recommendations related to Association financial matters.

8. Board Oversight and Charter Amendments

The Board retains oversight of the FC and may amend or revise this Charter as necessary.