

## **CHARTER of the OPERATIONS, FACILITIES AND FINANCE COMMITTEE (OFF)**

This charter constitutes a statement of the Operations, Facilities and Finance Committee's structure and responsibilities. It provides guidance for the OFF's interactions with the full Board, District management and others.

### **ORGANIZATION**

The OFF shall be comprised of three or four Board members. The District Business Administrator shall be designated the District representative to the OFF. The Board President and the Superintendent shall serve as ex-officio members of the OFF.

### **PURPOSE**

Working in partnership with the District administration, the OFF shall provide assistance to the Board of Education with its oversight of:

1. The integrity of the District's financial reporting, accounting, budgeting and internal controls;
2. The preparation and presentation of the Annual Budget;
3. The District's compliance with regulatory and legal requirements;
4. The performance of the independent auditing firm, the scope of its planned work, its qualifications and its independence;
5. The financial sustainability of the district including new programs and initiatives (OP&M and academic);
6. The District's facilities, grounds, transportation, food service and operational resources.

### **RESPONSIBILITIES**

1. Obtain the full Board's approval of this Charter and annually reassess this Charter with all members of the Board.
2. Review with management its recommendation for the appointment of independent auditors for the year.
3. Meet with the independent auditors and District management to review the scope of the proposed audit for the current year and at the conclusion of such audit review the results, including any comments and recommendations.
4. Review the audited financial statements with management and the auditors.
5. Review significant RFP's, lease purchase arrangements and financing transactions.
6. Review adequacy of insurance coverage and premium costs (excluding coverage presently reviewed by other committees).

7. Work with the full Board and District management to set short and long term budget guidelines.
8. Monitor the budget preparation process.
9. Review proposed budget presentations and related communications.
10. Ensure engagement of the public on issues of significant financial and budgetary concern.
11. Review actual expenditures vs. approved budget, including inter-account budget transfers, periodically during the year with District management.
12. Review monthly revenue expenditures and fund summary reports.
13. Review the financial aspects of the District long-range strategic plan.
14. Report to and obtain feedback from the board on issues being deliberated at OFF.
15. Prepare and submit notes of all OFF meetings to the full Board for their information.
16. Review, annually, facility and grounds maintenance and building repair plans.
17. Review the District's long-range facility plan, in accordance with State requirements, and any updates to such plan.
18. Review the District's periodic assessment of the appropriateness of all district facilities and grounds.
19. Review periodic maintenance reports and future plans from the Director of Facilities.
20. Review periodic reports regarding transportation plans and resource adequacy with the Supervisor of Transportation.
21. Review periodic reports regarding technology infrastructure plans and resource adequacy including security measures with the Instructional Technology Manager.
22. Review, annually, the District's Safety and Security Plan.
23. Review periodic reports regarding the District's food service operations.
24. Review the performance of the architect of record and make recommendations to the full board regarding the annual appointment.
25. Investigate any matter brought to its attention to an appropriate resolution.
26. Perform other activities which may be assigned by the full Board.

## **MEETINGS**

The OFF shall meet monthly and on an "as needed" basis.

The OFF shall report regularly with respect of its activities and make recommendations to the full Board for its consideration.