

Revised Draft May 14, 2015

Budget and Finance Committee Charter

The Budget and Finance Committee appointed by the Board of Directors pursuant to Article X of the Bylaws will assist and advise the PMLA Board of Directors in matters regarding budgets, reserves and accounting.

Specifically:

1. Appoint a Communications Manager, who will attend board meetings to report committee recommendations.
2. Review and make recommendations regarding the annual budget prior to the budget meeting.
3. Review the reserve study, reserve funding plan and reserve spending plan.
4. On a monthly basis prior to each board meeting, the committee will critique the actual results of operations and reserve spending to their respective budgets. The review will include variances and trends in revenues, expenses, staffing, reserve and capital expenditures.
5. Review and make recommendations on financial reporting items.
6. Conduct special projects as directed by the Board or as recommended by the committee.

APPROVED AT 6/20/15 BOD MEETING