

**Community Services Associates, Inc. (CSA)**  
**Finance Committee**  
Charter 2019

**1. Purpose:**

Advise the CSA Board to exercise its oversight responsibilities regarding CSA finances, accounting, tax reporting, budgeting, financial risk management and financial reporting consistent with CSA policies, goals, objectives and guidelines.

**2. Responsibilities:**

**a. Evaluate and recommend the following for CSA Board approval:**

- i. Annual budget for operating and infrastructure revenue and expenditure;
- ii. Investment policies for the designated and undesignated funds;
- iii. Tax reporting policies and positions taken in annual Federal Form 990 filings;
- iv. A forecasted five year financial plan for CSA revenues and expenditures;
- v. Policies, guidelines and procedures for CSA financial management process;
- vi. An organization designated as CSA's external auditor;
- vii. Organization(s) designated as CSA tax advisor, if other than CSA's external auditor;
- viii. Organizations that serve as CSA's investment advisors and financial institutions for cash management, investments and credit relationships
- ix. Insurance coverage and organization(s) acting as agent or broker, reviewed annually;
- x. The annual audited financial statements and accompanying footnotes and schedules;
- xi. Amendment to covenants, franchise or service agreements affecting CSA finances;

**b. Advise and inform CSA Board regarding financial matters as to the following:**

- i. Interim financial reports as the Board requires regarding results of operations, financial position, investments, capital expenditures, comparison to budgets, and projected yearend forecasted results, highlighting areas of concern or opportunities;
- ii. CSA Annual Report to property owners to ensure adequate communication on the status of the annual budget, results of annual operations and financial position, and other financial information of import;
- iii. Periodic assessments of operational and financial risks not ordinarily covered by annual external audits, conducted by the committee or by capable third parties, including capital reserve studies that may require approval by the Board;
- iv. As requested by the Chair or Executive Committee of the CSA Board, to participate in long range strategic planning, or other special projects.

3. **Committee Membership:** (limited to 9 non-board members as per CSA By-Laws) as approved by the CSA Board.
  - a. The Treasurer of CSA shall serve as the Committee Chair;
  - b. The Committee Co-Chair may be appointed by the CSA Board Chair in accordance with the CSA Bylaws;
  - c. Other CSA Board Members;
  - d. Volunteers with financial, investment, commercial insurance or tax expertise, as well as broad based business, governmental, or not-for-profit experience;
  - e. Ex-Officio: CSA President, CSA Director of Finance and Administration and the CSA Chair.
  
4. **The Committee Does Not:**
  - a. Authorize distributions;
  - b. Approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the corporations assets;
  - c. Select, appoint, or remove directors or fill vacancies on the board or on any of its committees;
  - d. Adopt, amend or repeal the articles or bylaws.

Approved by the CSA Board on March 26, 2019.

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Carolyn Adams  
Secretary, CSA Board of Directors