

## Sample Work Summary for Board Finance Committee

Weekly/ Biweekly	Monthly	Quarterly	Annually	2 - 6 Times per Year
Cheque review & Approval	Review of Financial Statements	Re-forecast to Year-End	Approval of Fiscal Budget	Review of Bank Reconciliation
Expense Claim Review & Approval	Variance Reporting & Analysis of Reports	Spot Check of Debit & Credit Card Purchases	Review of Financial Controls	Check for Unapproved Vendors
	Spot Check of Program Slippage/ Overages	Verify Payroll Deductions & Remittances	Year-over-Year Analysis (with audit)	Check for Invalid/ Duplicate Personnel
		Detailed Review of investments	Review of Reserve Requirements	Spot Check Petty Cash/ Program Advances
			Review of Assets and Insurance	
			Review Compliance with Laws & Regulations	
			Risk Management Review	