

Finance and Planning Committee Charter

Purpose/Scope

The Finance and Planning Committee works across all committees to develop a Long Term Planning Document for the community. The Long Term Plan should contain plans and budgetary considerations for a three to five-year window into the future.

The Committee will present the Long Range Plan to the Board by the end of the fiscal quarter and, if changes/updates are required, quarterly thereafter for their consideration.

Committee Guidelines (common for all committees):

- Meetings will be held as needed but not less than quarterly at the time and place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

On-Going Tasks:

- Meet with each CTA Committee lead, and 5 additional members, to outline current and long term budget needs.
- Create a CTA three to five-year Long Term Plan based on Committee input. This plan will prioritize needs based on risks and threats to the community.
- Finance and Planning Committee will work with Finance and Land Committee to determine potential income generation in order to fund long term needs.