

## **Rosary Academy Finance Committee Charter**

### **Mission**

In conjunction with the Office of Catholic Schools, the mission of the Rosary Academy Consultative School Board the mission of the Rosary Finance committee is to assist the Head and Assistant Head of School with monitoring and oversight of the school's balance sheet and budget and provide recommendations on the school's capital management strategy. At all times the mission of the committee is to further the advancement and financial viability of Rosary Academy (Fullerton). The board will assist school leadership by providing leadership, direction, and support.

### **Rosary Academy's Mission**

As a college preparatory diocesan Catholic high school, Rosary Academy empowers the mind, body, and spirit of each young woman in a transformative educational experience. Guided by the Blessed Mother, Rosary Academy embraces and challenges its students with an innovative instructional curriculum to achieve academic success and ignite the call to serve the dear neighbor.

**Committee Function:** The functions of the Rosary Academy Finance Committee are to:

- Be consultative to the Head of School on budget and finance matters of the school
- Guide the development and regular update a strong financial plan for the school; annual goal setting for the School and for the Board. The long-range plan should follow the guidelines of the Office of Catholic Schools and Rosary Academy.
- Adopting the school's operational budget, according to the format specified by the Office of Catholic Schools; receiving periodic reports from the Head of School on the implementation of the budget.

### **Committee Membership**

- Head of School
- Principal/Assistant Head of School
- Consultative School Board Member or members
- Director of Finance and Facilities
- Rosary Alumnae
- Business Individuals vested in Catholic Education

Directors of Advancement and Admissions will be asked to make monthly reports to the committee

## **Committee Meetings**

The finance committee will meet 4-5 times a year and/or as often as the finance committee chair deems necessary. The finance committee chair shall develop an agenda in advance of finance committee meetings and communicate the details to the committee members in a timely manner. The finance committee shall meet with other committees regarding issues of mutual concern.

## **Delegation of Authority**

The finance committee may establish subcommittees consisting of a maximum of three members to carry out duties that the finance committee delegates.

## **Charter**

The finance committee shall annually review and reassess the adequacy of this charter and make recommendations to the board of directors for proposed changes.

## **Committee Evaluation**

The finance committee shall conduct an annual review of its performance, which shall include a review of the committee's compliance with this charter and report the results to the board of directors.

## **Responsibilities**

The responsibilities of the finance committee shall include the following:

1. Oversight of financial information. The finance committee shall review the company's quarterly financial statements, annual resource allocation plan including the resource allocation plan to actual results, liquidity status, status of significant operating and revenue investment plans, and other financial information concerning the company.
2. Capital structure and management. The finance committee shall be responsible for reviewing the finance committee's financial policies, capital structure and strategy for acquiring financial resources and make appropriate recommendations to the board. The finance committee shall also review the company's share repurchase activities and plans and the dividend policy and make recommendations to the board.
3. Corporate financing. The finance committee shall oversee the issuance or guarantee of securities by the company and offer terms of such securities and guarantees.

## **Other Considerations**

The finance committee shall be flexible in carrying out the school's policies and procedures so it can react to changing conditions.

## **Rosary Academy Finance Committee Members**

Dave Bigley  
Rob Curry  
Laura Boone Lee (alumnae)  
Rob Hoertz  
Rick Price  
Lisa Sison  
Jim Welch

Steve Ruzsak	Director of Business Operations
Sean Basford	Principal/ AHOS
Shawna L Pautsch	Head of School

Shawna, I think the foundation of the Finance Committee Charter looks good. Under the Responsibilities section (page 2), it looks as though this section is aimed more toward a "for-profit" organization. See specifically #2 in this section which states "The finance committee shall also review company's share repurchase activities and plan and dividend policy...". We may also want to change the term "company" through the document to "School", "Rosary" or etc. We will want to clarify to whom the Finance Committee will report. Under the Committee Function section, the Committee reports to the Head of School but in #2 (referenced above) it states that we would make recommendations to the board. Also, does addressing financial aid and/or establishing a financial aid committee fall under responsibilities or would this be a "subcommittee" referenced under Delegation of Authority?

If you have not already distributed, can we receive copies of the "guidelines of the Office of Catholic Schools and Rosary Academy" and the "format specified by the Office of Catholic Schools" referenced under Committee Function?

I sent my contact information under a separate email yesterday.

Hi Shawna,

I reviewed the the Finance Committee meeting minutes and it appears you have captured the essence of our discussion, however, there a few incomplete thoughts/sentences (e.g. Meeting items D. d. i.; and D.e.i.). Also, the definition of an "FTE" (Full Tuition Equivalent) should be defined and understood by all as this is a very important concept going forward in trying to have a balanced budget. Jim Welch should be able to assist with further clarification of "FTE".

I also reviewed the draft Finance Committee Charter. A couple of comments....

- The "Committee Function" and "Committee Responsibilities" seem to be duplicative and redundant. I don't think we need the Committee Responsibilities as this appears to be written for a public/private company and not for a private institution, such as Rosary
- Does our Finance Committee need to be involved in the annual audit in some way? Maybe say something about conducting a formal review of the annual audit and providing an 'approval' (or further questioning/clarification)
- It looks like you stayed silent on the issue of decisions regarding disbursement of financial aid (a responsibility of the Finance Committee??). I didn't know if that was intentional or not but you know my position on this issue - i.e. The Finance Committee should be responsible for establishing the budget which will include a line item for Financial Aid but will not be involved in how that money will be dispersed to individual families
- Is the Finance Committee a subcommittee of the Consultative School Board? If yes, should that be stated somewhere and how that relationship works?
- I recommend we have a statement ("function") that indicates the Committee shall regularly evaluate the income and expense projections of the school

I have a conflict on **Wednesday, November 20** and will not be able to attend that meeting. (FYI....Monday or Tuesday of that week will work).

I believe you already have my contact information. If not, please advise....