

ASSOCIATION OF CANADA LANDS SURVEYORS

TERMS OF REFERENCE OF THE FINANCE COMMITTEE

During the ACLS Council Meeting 01-03 on March 11, 2001, the membership of the Finance Committee for the next year (2001-2002) was established as :

- Hal Janes, Chairman
- Wes Jamieson
- Jim Banks
- Jean-Claude Tétreault (Secretary-Treasurer, Executive-Director, Registrar)

MANDATE

The activities of the Finance Committee are under the direction of the Chairman, who is responsible to the rest of the ACLS Council. The Secretary-Treasurer will consult with the Chairman on any financial matters for which he desires a second opinion.

The mandate of the Finance Committee is to assist the Secretary-Treasurer in his duties that relate to financial matters. The full duties of the Secretary-Treasurer are listed in Bylaw 3.5.

Bylaw 3.5 (1) states the **financial** responsibilities of the Secretary-Treasurer are :

(e) for the receipt and custody of all fees, and monies, bonds, securities, assets or other property of the Association and the disbursement of funds of the Association

(f) for all purchases and expenditures which may be made upon authorization of Council

(g) to maintain appropriate financial records of the Association

(h) to prepare financial statements for the Annual General Meetings and other times as required by Council; and to perform such other duties as may be assigned by Council from time to time.

Bylaw 3.5 (3) states that any or all of the duties of the Secretary-Treasurer may be delegated to other Officers or to the staff of the Association.

Most accounting and official financial reporting is performed by the Secretary-Treasurer in concert with the Accounting Firm that serves as the auditors of the ACLS. The Financial Committee functions as an independent reviewer of those procedures and examines the preliminary figures. The committee determines the final format of reports to Council.

The other important function of the Financial Committee is to develop the ACLS budget from year to year.

May 1, 2001

Jean-Claude Tétreault
Secretary Treasurer