



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Finance

Melody Douglas, Chief Financial Officer  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-5867  
Email mdouglas@kpbsd.k12.ak.us

October 9, 2009

### MEMORANDUM

TO: Board of Education

THROUGH: Dr. Steve Atwater, Superintendent *Steve Atwater*

FROM: Melody Douglas, CFO *Melody Douglas*

SUBJECT: Recommendation: Establish a standing Board Finance Committee

There are many activities throughout the fiscal year when financial matters require in-depth review including the budget development, financial reporting, and audit processes where involving Board members with the knowledge and/or interest in these matters would be helpful.

Purpose: The general purpose of a Finance Committee (Committee) is to review financial and other related information about the District, to ensure the overall audit coverage of the District is sufficient and appropriate; to ensure that an adequate system of internal control and reporting has been implemented and is effectively followed; and to assist and advise the School Board and the Superintendent in matters pertaining to fiscal management of the District. The make-up of this committee shall be three Board members with one serving as chair of the committee. This committee will be supported by the Chief Financial Officer and the Chief Accountant.

Meetings: The Committee will meet on a regular basis throughout the fiscal year to be determined at the first meeting. The meetings shall be publicly announced in similar manner to the regular Board of Education Meetings. When deemed necessary and appropriate, special meetings may be called with public notice.

The duties and responsibilities of the Committee may include:

1. Audit Activities:
  - a. Meet with independent auditors concerning audit.
  - b. Review audit findings contained in each audit report.
  - c. Review the recommendations contained in the audit reports and responses made by the administration as to how any findings should be corrected; and the time and funding required, if any, to take corrective action.
2. Budget Activities:
  - a. Review annual budget process for modification if necessary.
  - b. Review the annual budget and make recommendations to the School Board and the Superintendent.
3. Other Finance Related Activities:
  - a. Review annually the District's Internal Control Documents
  - b. Review financial reports on a selective basis
  - c. Participate in RFP process for independent audit services
  - d. Other activities deemed appropriate