

**I'ON ASSEMBLY  
FINANCE COMMITTEE CHARTER**

**PURPOSE**

The Board of Trustees (the "Board") of the I'On Assembly (the "Assembly") appoints the Finance Committee (the "Committee") to assist the Board in fulfilling its responsibilities. The Board has delegated to the Committee responsibilities that shall include, but not be limited to:

- a) Preparing an annual budget for Board approval, working with the management company, with input from the Board of Trustees, Board committees, and other organizations within I'On which receive some financial support from the Assembly;
- b) Reviewing the monthly financial statements prepared by the management company for adherence to recognized and accepted accounting procedures to ensure that revenue and expenses are correctly documented and categorized; keeping the Board informed of progress against budget, including the status of annual assessment collections, and any significant delinquency issues and/or unfavorable adherence to budgeted spending for specific accounts;
- c) Making periodic reports to the Board and the I'On community, as called for in the bylaws, on financial issues affecting the organization;
- d) Working with the management company to ensure that sufficient documentation is provided to justify expenditures and that appropriate files of such information are maintained;
- e) Providing guidance to the Board on funding requests outside the budget and making recommendations as to from where the funding should come; reviewing contracts, in conjunction with appropriate Board committees, submitted by vendors for Board approval to ensure adequate funding exists to cover each contract's purpose;
- f) Recommending annual assessment amounts, as well as any special assessments, to the Board for approval; working with the management company to collect annual assessments, including involvement with collections procedures from delinquent accounts;
- g) With the approval of the Board, administering an investment program for excess organizational funds that combines a need for liquidity, safety to preserve capital, and adequate return on investment; transferring funds, as needed, from the investment pool to the management company's banking account to support the spending needs of the I'On community;

- h) Arranging for preparation of an annual audit, review, or compilation, as the Finance Committee determines and the Board approves, by an independent public accountant of the management company's records in accordance with accepted accounting principles and procedures and as called for in the bylaws;
- i) Overseeing the preparation of annual federal and state tax returns, and arranging for proper signatures for filing;
- j) Reviewing insurance requirements of the Assembly and making recommendations to the Board for approval of needed changes;
- k) Ensuring that appropriate reserve enhancement studies and risk management studies are done in a timely manner and that findings from such studies are acted upon.

The Board delegates to the Committee the authority necessary to fulfill its responsibilities. In addition, the Committee shall have the discretion and authority to delegate assignments to the Assembly's management company, as necessary, to fulfill the Committee's responsibilities.

#### **STRUCTURE AND MEMBERSHIP OF THE COMMITTEE**

The Committee shall be chaired by the Treasurer of the Board. The Board shall appoint members of the Committee, who shall serve at the pleasure of the Board and for such terms as the Board may determine. When appropriate, one other active Board member may also serve on the Committee. All Committee members must be Titleholders or residents of l'On. A majority of the Committee members shall constitute a quorum for the transaction of business, and the act of a majority of those present at any meeting at which a quorum is present shall be the act of the Committee. The Committee may meet in person or telephonically at scheduled times and places determined by the Chairperson. The Committee may also act by unanimous written consent. The Committee shall keep minutes and other relevant records of all of its meetings. The Committee shall conform its meetings to the applicable requirements contained in the Assembly's Declarations and Bylaws. The Finance Committee may recommend amendments to this charter at any time, subject to approval by the Board of Trustees. The Board may amend or repeal this charter at any time.