



**TERMS OF
REFERENCE**

**FINANCE
&
GENERAL PURPOSES
COMMITTEE**

REDCAR & CLEVELAND COLLEGE

TERMS OF REFERENCE

FINANCE & GENERAL PURPOSES COMMITTEE

1. CONSTITUTION

The Corporation hereby resolves to adopt the following terms of reference for the Finance & General Purposes Committee.

2. OBJECTIVE

The Committee shall act on behalf of the Board on issues affecting the assets and financial viability of the College.

3. MEMBERSHIP

3.1 The Committee shall be appointed by the Corporation and consist of six Corporation members

3.2 A quorum shall be 50% of the total membership.

3.3 The Chairman of the Committee shall be appointed by the Committee.

4. ATTENDANCE AT MEETINGS

4.1 In addition to the members of this Committee the College's Finance Manager (Assistant Principal – Resources) will be invited to attend meetings.

4.2 The Clerk to the Corporation shall be Clerk to the Committee.

5. FREQUENCY OF MEETINGS

5.1 Meetings shall be held not less than three times a year.

6. DUTIES

The duties of the Committee are to make recommendations to the Board on:

6.1 Budgetary matters, including:

- a) budgeting and annual estimates of income and expenditure
- b) the College's budget proposals prior to submission to the FEFC
- c) the planning of the College's revenue budget
- d) the planning affecting staffing costs
- e) major variations of expenditure
- f) the planning of capital expenditure requirements including loans
- g) the College Accommodation Strategy

- 6.2 Reviewing accounts at the year-end and reporting to the Board accordingly;
- 6.3 Reviewing arrangements for securing value for money, solvency and safeguarding of assets;
- 6.4 Approving virement between budget heads;
- 6.5 Approving Capital Expenditure within the Approved Programme and monitoring projects;
- 6.6 Taking any action necessary to achieve outcomes agreed by the Board;
- 6.7 Monitoring:
 - a) income, expenditure and cash flow
 - b) volume of work which generates income.
 - c) The Key Performance Indicators of the College
- 6.8 Monitoring from time to time the application of the financial requirements that certain designated income is not subject to virement options;
- 6.9 Inputting ideas to College Management relevant to the Committee's purpose;
- 6.10 Determining the College's investment and borrowing programme;
- 6.11 Reviewing Financial Regulations and associated policies;
- 6.12 Considering/recommending of new policies that might be required by the Corporation. Consideration/recommendation of amended or new standing orders;
- 6.13 Considering the response to consultation on matters within the remit of this Committee by LSC, AoC etc
- 6.14 Making recommendations to the Board on the operation of the College Companies;
- 6.15 Monitoring the performance of Collaborative provision/franchises and relations with other providers;
- 6.16 Monitoring Budget revision;
- 6.17 Meeting with the Audit Committee jointly to consider and recommend to the Board for its approval the annual financial statements of the College;

7 REPORTING PROCEDURES

- 7.1 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation members.

Reformatted, February 2005 and revised/adopted March 2005