

Pentacle Theatre Committee Charter	Finance Committee
Approved by: 2018 Governing Board, David Ballantyne, President	Effective Date: Oct. 1, 2018

## **Purpose**

The purpose of the committee is to review and recommend a balanced annual operating and capital budget and to design and maintain a long-range financial plan for Pentacle Theatre.

## **Membership**

The Finance Committee, a standing committee reporting to the Governing Board, will consist of no more than five members: the executive director, the technical director, the treasurer, the vice president and no more than one other volunteer from the Pentacle Theatre membership. The executive director shall serve as record keeper for the committee. A majority of the committee members shall constitute a quorum.

The current board's vice president will serve as chair of the committee. The committee shall meet at least quarterly at the call of the committee chair or the executive director.

## **Committee charge**

The finance committee is charged with:

- Recommending and reviewing a long-range financial plan for the organization.
- Reviewing and recommending an annual operating budget and annual capital budget consistent with Pentacle Theatre's long-range financial plan and financial policies.
- Monitoring the financial performance of the organization against approved budgets and long-term trends.
- Recommending and monitoring corrective actions to bring the organization into compliance with its budget and other financial targets.