



## Lay Finance Committee

### **MISSION & RESPONSIBILITIES:**

- ❖ The Lay Finance Committee (LFC) will act as the designated audit committee for the District, receiving the annual financial audit report from the Auditor of State.
- ❖ The LFC will work as a liaison to the community, assisting in identifying finance and budget information to be communicated to our residents. The LFC will work with the District Communications Department to recommend methods to keep the community informed.
- ❖ The LFC will work in conjunction with the Lay Facilities Committee to review the funding of capital improvements and facilities plans, as requested.
- ❖ The LFC will review the District's five-year forecast for reasonableness and make recommendations to the Board on the necessity and timing of operating levies as necessary.
- ❖ The LFC will support the Advocacy Committee to promote legislation related to improving the District's financial situation, particularly as it relates to voucher deductions and other state funding matters.

**CREATION:** This committee shall be established pursuant to Board Policy 9140.2 - Citizen Standing Committees. Per the policy, the committee will have oversight from the Superintendent or her designee. The Lay Finance Committee's designee will be the district's Chief Financial Officer.

**MEETINGS:** The LFC will meet quarterly throughout the year. All meetings will be noticed and open to the public. The Chief Financial Officer will lead the meetings and establish all agendas.

**REPORTS:** The LFC will provide updates to the Board upon request. Reports and meeting agendas will be made available to the public via the District website, [chuh.org](http://chuh.org).

**DURATION:** The LFC is a standing committee.

**MEMBERSHIP:** The district's Chief Financial Officer will solicit applications for membership on the LFC. Membership is voluntary and limited to residents of the CH-UH City School District. Members should have a background in the areas of finance, accounting, banking, or similar. There is no fixed term for membership, and replacements will be added as needed.

A representative from the Board of Education will be included as an ex-officio member on the committee. CH-UH District staff members will be appointed to the committee under the direction of the Chief Financial Officer.



## Lay Finance Committee

### APPLICATION

| CONTACT INFORMATION |  |
|---------------------|--|
| Name                |  |
| Street Address      |  |
| City, State, Zip    |  |
| Home Phone          |  |
| Work Phone          |  |
| E-Mail Address      |  |

| BACKGROUND AREA                  |  |
|----------------------------------|--|
| <b>FINANCE</b><br><b>BANKING</b> | <b>ACCOUNTING</b><br><b>OTHER RELEVANT (please list)</b> |

| Relationship with the CH-UH School District, if any (alumnus, parent, PTA, etc.) |
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**Professional knowledge or areas of expertise (finance, accounting, banking, etc.)**

**Other current community involvement**

**AGREEMENT & SIGNATURE**

*By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a member of the Lay Finance Committee, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.*

|                       |  |
|-----------------------|--|
| <b>Name (Printed)</b> |  |
| <b>Signature</b>      |  |
| <b>Date</b>           |  |

Thank you for completing this application form and for your interest in joining the Lay Finance Committee.  
Please email your completed application to Scott Gainer at [s\\_gainer@chuh.org](mailto:s_gainer@chuh.org).