

## Terms of Reference for the University of the Fraser Valley Finance and Audit Committee

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### **TERMS OF REFERENCE:**

The Finance and Audit Committee is a standing sub-committee of the Board of Governors. The purpose of the committee is to receive and review significant financial planning, management and reporting matters of the university, and make recommendations and deliver reports to the Board of Governors, and to serve as the Board's Audit Committee.

### **RESPONSIBILITIES:**

Receive and Review the following reports and make recommendation for the:

1. Annual operating and capital budget
2. Annual tuition fees and other mandatory student assessed fees
3. Annual Finance Information Act requirements
4. Policies related to financial management
5. Any other reports that may from time to time be required by the Provincial government or other competent authority
6. Borrowing or financing arrangements
7. Acquisition or disposal of buildings or land, by sale or lease, prior to provincial government approval process

Provision of Information to Board of Governors (*Appendix A*)

1. Significant financial planning, management and reporting issues
2. Interim financial reports
3. Any other reports the committee determines appropriate to bring to the Board of Governors for information

Serve as Audit Committee

1. Review the audit tender process
2. Review proposals received in the audit tender process and recommend the appointment of an auditing firm to the Board
3. Communicates appointment of External Auditors
4. Review and improve the engagement letter and recommend to the Board of Governors the timing and estimated cost of the audit
5. Meet with the External Auditors after the completion of the audit, to:
  - i. Ensure the university has implemented appropriate systems to identify, monitor and mitigate significant business risk

- ii. Review that the appropriate systems of internal control, which ensure compliance with the university's policies and procedures, are in place and operating effectively
- iii. Review the university's audited year-end financial statements and recommend to the Board for approval
- iv. Ensure any matter the External Auditors wish to bring to the attention of the Board has been given adequate attention
- v. Ensure the external audit function has been effectively carried out
- vi. Act as the line of communication between the External Auditors and the Board of Governors
- vii. Arrange, at least annually, to meet in-camera with the External Auditors to discuss any matters the Committee or the External Auditors consider should be discussed privately with the Committee

### MEMBERSHIP

The Committee shall consist of a minimum three (3) appointed members of the Board of Governors and the President as ex-officio, voting member. The Chair of the Committee will be selected from the appointed members.

Committee members will be financially literate and at least one Committee members will have accounting or related financial management expertise.

The Chief Financial Officer and the Director of Finance will be resources to the Committee and will attend the Committee meetings.

### CONDUCT OF BUSINESS

The business of the Committee shall be conducted by information discussion. Decisions made by the Committee will be made by motions which are voted upon and recorded in the minutes. Motions will be decided only by in-person votes at a meeting. In-person meetings may include teleconference or videoconferencing at the discretion of the Chair.

Quorum for decisions and motions is a minimum of fifty per cent (50%) of the voting members.

Meetings shall be held monthly, unless cancelled by the Chair, with a minimum of three (3) meetings per year.