

AMNESTY INTERNATIONAL UK SECTION

Finance Sub Committee Terms of Reference

Appointed jointly by the Board of AIUK Section and the Trustees of AIUK Section Charitable Trust, the Finance Sub Committee's (FSC) remit covers:

1. Expert advice to the Board and Trustees on the financial health of the organisations and any remedial action necessary
2. Seeking internal systems and procedures which secure best value for supporters in spending their money
3. Monitoring and reviewing fundraising activities with a particular focus on Risk
4. Ensuring the proper control of income and expenditure, assets and liabilities
5. Recommending appropriate Operating & Capital Budgets and Reserves levels to the Board/Trustees and monitoring performance against these
6. Monitoring capital expenditure and ensuring all assets are properly safeguarded
7. Periodically reviewing banking arrangements and loan and indebtedness levels
8. Holding the professional finance staff accountable for discharge of their responsibilities, including compliance with external regulation
9. Acting as an Audit Committee, recommending the appointment of external and internal auditors and regularly reviewing their recommendations
10. Approving accounting policies for both organisations
11. Advising the Treasurer on the discharge of her/his responsibilities, particularly in reviewing Risk Management Strategies
12. Monitoring implementation of any AGM/ICM resolutions within FSC's remit
13. In relation to the Charitable Trust, ensuring compliance with specific regulatory requirements and guidance in relation to finance, accounting and reporting issues – including proper stewardship of restricted funds

The Board and/or Trustees may refer specific matters to the FSC but otherwise it will regulate its own procedures and business. It will receive and review regularly the Management Accounts of both organisations and make recommendations for action where appropriate.

In situations where action is required before scheduled Board/Trust meetings the FSC will liaise with the appropriate Board/Trust officers and the Director/Finance Director.