

Walnut Creek Mutual No. Forty

Finance Committee - Roles and Responsibilities

The Finance Committee (the “Committee”) is a standing committee established by the Board of Directors (the “Board”) to provide financial oversight of the Mutual and to provide advice and counsel to the Board on financial matters. The Committee is an advisory body only, and is not authorized to adopt policies, make any binding decisions on behalf of the Mutual, or financially or legally obligate the Mutual in any manner. The Board, in its discretion, has the right and the authority to take action and make decisions with or without involving the Committee, and to take actions and make decisions which may or may not be consistent with any Committee recommendations.

Committee Members. The Treasurer of the Mutual will serve as the Chair of the Committee. In addition to the Chair, the Committee will consist of at least 2 but not more than 5 other volunteer members of the Mutual appointed by the Board from time to time. No more than two directors shall ever serve on the Committee at the same time. Committee members will serve at the pleasure of the Board, and the Board may make changes to the Committee members at any time.

Committee Meetings. The Committee will meet as needed, but at least four times per year. The Chair will set the time, place and agenda for meetings, which may be in person or via zoom or telephone conference call. The Chair will also decide which meetings will be open to Mutual members. The Chair will provide at least a 4-day prior notice for each meeting, unless the Committee members unanimously consent to a shorter notice period for a particular meeting. No minutes of Committee meetings will be required, but the Chair may elect to have minutes prepared for all or part of any meeting.

Committee Roles and Responsibilities. The Chair will set the specific agendas for the Committee, but the roles and responsibilities of the Committee will include the following:

1. Monitor income and expenses of the Mutual on an ongoing basis, and identify and discuss variances from annual budgets;
2. Review and comment on proposed annual budgets;
3. Review and provide advice to the Board on the engagement of an independent accounting firm to provide necessary audit and tax services;
4. Monitor and provide advice to the Board on the Mutual's investments;
5. Develop multi-year financial goals and plans for consideration by the Board, including reserve funding goals and plans.

Committee Reports. The Chair (or a delegated member of the Committee) will report on a regular basis to the Board on the activities, proposals and recommendations of the Finance Committee, and provide reports to the Mutual members, as requested by the Board.