

FINANCE COMMITTEE GUIDELINES

The Finance Committee shall have all powers provided herein except those, if any, which are in conflict with the Articles of Incorporation and Bylaws of Shriners International or the Bylaws of El Jebel Shriners, and all actions of the Finance Committee are subject to approval of the Board of Directors. The Finance Committee is responsible for recommending financial policies, procedures, and goals that support the mission, values and strategic goals of El Jebel Shriners. The duties and responsibilities of this committee except as provided herein, are limited to advising the Board of Directors.

- A. The Finance Committee shall consist of the El Jebel Shriners Officers elected to the following positions: Chief Rabban, Assistant Rabban, High Priest & Prophet, Oriental Guide and Treasurer.
- B. The Chief Rabban of El Jebel Shriners shall be the Chairman.
- C. At least two (2) members of the Finance committee shall examine and approve all expenditures of El Jebel Shriners prior to their being paid.
- D. This committee will hold such meetings as the Chairman may deem necessary.

DUTIES OF FINANCE COMMITTEE

It shall be the duty of the Finance Committee to:

- A. Approve all disbursements and expenditures of funds prior to their payment.
- B. Approve all fidelity bonds of the officers.
- C. Arrange for the books and accounts of El Jebel Shriners to be reviewed annually by a duly qualified Certified Public Accountant, and that a report is issued to the Board of Directors of the same.
- D. Ensure that El Jebel Shriners does not pay the expense of any Representative or other officer to the Imperial Council Session nor to sessions of any subsidiary organization unless they have been properly included in the budget.
- E. Ensure that no contract is made or liability incurred by an officer, committee or subsidiary organization unless included in the budget and previously approved by the Committee.
- F. Refer to the membership of El Jebel Shriners, prior to payment, any expenditure not included in the budget in order that such expenditure may be approved at a stated or special meeting by the members present.
- G. Ensure that any allowance made to the Illustrious Potentate and approved in the annual budget, shall not be compensatory in nature, but shall be spent for the good of El Jebel Shriners.
- H. They shall see that the annual budget for expenditures does not exceed ninety-eight percent (98%) of the income. This will create a contingency fund that shall be used for either budget shortfall or unpaid bills coming after the close of the fiscal year.
- I. They shall review the salaries of all El Jebel Shriners employees during September of each year and report their recommendations to the Board of Directors for action if any.
- J. Arrange to have drawn; all checks, vouchers or orders for the payment of obligations of El Jebel Shriners, any sums due the Imperial Council, or other authorized disbursements which have been approved by the Finance Committee. Two signatures shall be required on all checks for the withdrawal of funds. It will be the duty of the Chairman of the Finance committee to sign all checks, or in his absence the Assistant Rabban. The second signature may be any member of the Finance Committee.
- K. Ensure that no check be signed for the purchase of outside goods or services without an accompanying purchase order, invoice or check request for said goods and/or services which has been approved by the Chairman within the limits established by the Finance Committee. The Chairman may delegate this authority to a person approved by the Committee, however such delegation of authority may be limited or revoked at any time by the Chairman by written notice to the Committee or Board of Directors. If a member of El Jebel Shriners presents a request for check issuance without said purchase order, invoice or check request, the request shall be rejected until proper approval is obtained.
- L. Ensure that El Jebel Shriners operates on the accrual basis of accounting and that the total expenditures do not exceed income during the year.
- M. Ensure that the annual budget includes at least 2% of the total year's budget to be paid into a Board restricted account designated for capital expenditures.