

	CITY OF BELVEDERE – ADMINISTRATIVE POLICY MANUAL		
	POLICY 6.6		
	FINANCE COMMITTEE		
	COMMITTEE OPERATIONS		
Adoption Date:	6/8/2009	Adopted by:	City Council Motion
Revised Date:	3/22/2022	Revised by:	City Council Resolution No. 2022-18
Authority:	City Council		

6.6.1 Purpose

The Belvedere Finance Committee (the “Committee”) is established to study and provide community input on Belvedere’s finances, financial policies and financial reporting.

In furtherance of this mission, the Committee shall carry out the following duties only:

- (1) Recommend the acceptance or non-acceptance of the annual budget prepared for the Belvedere City Council by the Belvedere City staff;
- (2) Conduct a mid-year review of the City’s financial performance vis-a-vis budget.
- (3) Recommend the acceptance or rejection of the City of Belvedere’s annual ACFR Report including the Report on Audit provided by its independent financial auditor;
- (4) Undertake such additional studies and reporting as the Belvedere City Council or the Belvedere City Staff may request from time to time regarding the City’s financial performance, financial policies, or financial reporting.

6.6.2 Duties

The Committee shall study each annual proposed budget prepared by the staff of the City of Belvedere prior to its submission to the Belvedere City Council to determine the fiscal soundness of the budget as a whole and the consistency of proposed appropriations with the priorities articulated by the Belvedere City Council at its annual January workshop.

The Committee shall meet with the City’s independent auditor and study the annual ACFR prepared for the City of Belvedere and its included Report on Audit prepared by the City’s independent auditor to confirm the soundness of the City’s accounting and the audit provided by the City’s auditor.

The Committee shall conduct a mid-year review of the City’s financial performance vis-a-vis the adopted budget.

The Committee shall undertake such additional studies and reporting as requested from time to time by the Belvedere City staff

6.6.3 Reporting

The Committee shall recommend acceptance or rejection of the proposed budget of the City of Belvedere to the Belvedere City Council within 45 days of receipt of the draft proposal from the Belvedere City staff.

The Committee shall recommend acceptance or rejection of the Belvedere City ACFR within 45 days of receipt of the draft proposal from the Belvedere City staff.

The Committee shall report any issues of concern regarding fiscal performance vis-a-vis budget to the Belvedere City Council within 45 days of receipt of mid-year budget data from the Belvedere City staff.

The Committee shall make such additional reports as requested from time to time by the Belvedere City staff and the Belvedere City Council on a schedule that shall be specified together with such requests.

6.6.4 Duration

The Committee shall be a Standing Committee and shall continue in operation until such time as this charter is revoked by the Belvedere City Council.

6.6.5 Meetings

The Committee shall meet three times each year on a schedule set by the Committee's Chair and at such additional times as requested by the Belvedere City Council and Belvedere City Staff.

6.6.6 Members; Terms of Office

Non-Voting Council Liaisons: The Committee shall have one Belvedere City Council liaison and one alternate both of whom shall be charged with guiding the committee's deliberations.

Public Members:

The Council shall appoint five members from the public who shall have significant financial expertise (the "Public Members"). Committee members shall serve for a period of four years. The Belvedere City Council shall appoint members to the committee on a staggered basis so that not more than three committee members' terms shall expire in any given year. Committee members may be removed by a resolution of Council.

Non-voting Ex-Officio:

The Belvedere City Manager

The Belvedere Administrative Services Director

6.6.7 Reorganization

The Committee shall consist of the existing members of the Belvedere Finance Committee and its existing officers. Such members and officers shall continue with their existing terms of office as of the date of this Charter.

6.6.8 Procedure

The Committee shall follow Rosenberg's Rules of Order except as modified by this charter.

6.6.9 Quorum

A quorum shall require a majority of the Public Members.

6.6.10 Officers

The Committee shall elect Public Members as a Chair and a Vice-chair and such officers shall serve for a term of three years. A Public Member may serve for more than one term as Chair or Vice-chair. The City Manager shall appoint a Secretary to serve on an Ex-Officio basis.

6.6.11 Subcommittees

The Chair of the Committee shall be empowered to appoint, upon prior notice to and in consultation with the Mayor, *ad hoc* sub-committees to assist in the Committee's deliberations.

6.6.12 No Implied Authority

The duties and authorities set forth in this Charter imply no additional authorities or duties. Any independent unauthorized actions including but not limited to contracting with third parties and undertaking public opinion polls are *ultra vires*, expressly forbidden by the Belvedere City Council.

6.6.13 Brown Act Committee

The Belvedere Finance Committee is subject to the requirements of the Brown Act (Govt. Code sec. 54950) and its meetings *shall* be open to the public.