

**LEA COUNTY WOMEN'S NETWORK
BASIC RESPONSIBILITIES
Finance Committee Chair**

THE TERM OF OFFICE IS FROM: January 1 through December 31 in year following election of office in October.

- **The Finance Committee Chair shall be comprised of LCWN member.**
- **She shall find supporting documentation and financial statements for the following:**
 - **A statement of financial position and statement of revenue and expense were prepared on a monthly basis.**
 - **Find supporting documentation for the above mentioned statements**
 - **Provided for each deposit made**
 - **Provided for each check issued**
 - **Verify that monthly bank reconciliations were maintained which agree to the monthly financial statements.**
 - **Observe that two signatures were obtained on each check issued.**
 - **Verify that checks issued were reasonable and within proper limits for monthly expenses.**
 - **Observe that deposits were of a reasonable and expected amount for monthly income.**
 - **Verify that Board Minutes and monthly Luncheon minutes were included in the documentation.**
 - **Verify that details of each account were provided.**
- **Verify that generally accepted accounting methods were followed as observed in the independent review of the financial documents of Lea County Women's Network.**
- **Give an official statement of findings to the Board of Directors and signed by the Finance Committee Chair**
- **The Finance Committee Chair shall appoint a person or persons to help her fulfill the duties of her office at any time.**
- **Will attend the monthly Board Meeting regularly**
 - **Will notify the President when you can't attend**