

## **FINANCE COMMITTEE**

The main duty of the Finance Committee is to maintain a continuing review of the financial affairs of the Institute. Using this information, it is the committee's duty to make appropriate recommendations to the Board regarding financial matters. Control systems are normally undertaken by a finance committee. Its key role is to ensure that the governing body discharges its financial responsibilities correctly and that the institution remains financially viable at all times.

- 1. Reviewing and Recommending Annual Budget:** The committee reviews the proposed annual budget of the Institute and provides recommendations to the Board. This ensures that financial allocations align with the strategic objectives of the Institute.
- 2. Authorizing Investment Policy:** The Finance Committee is tasked with authorizing the investment policy of the Institute. This includes determining acceptable accounting and disbursement procedures for all funds under the Institute's jurisdiction.
- 3. Monitoring Budget Performance:** It is the responsibility of the Finance Committee to monitor the Institute's budget throughout the fiscal year. In cases of potential overspending or deviations from the budget, corrective actions are taken to address these issues. The committee may have the authority to approve changes within specified financial limits.
- 4. Ensuring Consistent Financial Reporting:** The committee ensures that budget monitoring information is consistent with accounting standards. It verifies that financial information received is in a format conducive to fulfilling its responsibilities.
- 5. Understanding Management Accounts:** Finance Committee members must comprehend the management accounts and challenge any aspects of the report that raise concerns. This involves a thorough analysis of income, expenditure, and other financial metrics.
- 6. Conducting Variance Analysis:** Variance analysis is a critical task undertaken by the Finance Committee. Members scrutinize significant discrepancies between budgeted and actual income or expenditure. Explanations for these variances are sought to ensure financial accountability and transparency.

Overall, the Finance Committee plays a pivotal role in ensuring that the Institute's financial affairs are managed prudently and in accordance with established policies and standards. By providing oversight and making informed recommendations, the committee contributes to the Institute's financial stability and long-term viability.

### **Constitution of the Committee:**

Committee Coordinator : **Dr. SudhaParimala**

Committee Members: **Dr. J. Archana, Mrs. V. Padmaja**