



Attachment #A

Finance and Administration Committee

A. Overview

The Finance and Administration Committee (Committee) is a standing committee of the Emergency Service Council (Council). The Committee will have a Chair and Vice-Chair for meeting organization. Notes of the meeting will be kept by DEM staff. The notes summarize the basic concepts of the meeting. The Committee is responsible for reviewing and providing guidance on the Department of Emergency Management financial matters and preparation for Council general meetings. Specifically, the Committee assures it recommends controls, independent recommendations, and financial analysis to the Council.

The Finance and Administration Committee will be better equipped to respond to summary information about financial trends, risks, and highlights with an accompanying narrative report rather than a detailed statement of financial position. To help the Council fulfill its oversight function, the DEM Director and the Finance and Administration Committee must present the information as clearly and concisely as possible.

B. Committee Organization

1. The Committee may consist of 3 to 5 Council members who will comprise the Finance and Administration committee. Every effort should be made to have members for the (4) four geographical areas of the County (north, central, south, and the coast side)
2. The Finance and Administration Committee members can serve for (3) three years or as the Council needs.

C. Responsibilities of the Finance and Administration Committee:

1. Provide recommendations to the Council for fiscal responsibility. Alongside this is the responsibility for future long-term planning and the development of strategies for maintaining a reserve level of \$500,000 in the Reserve fund. The reserve amount will change yearly depending on actual revenue and expenses.
2. Ongoing review of suggested uses for reserves above the \$500,000 minimum balance. The September meeting of the Council should determine the selection of projects.
3. Review the annual budget and submit recommendations to the Council for official approval.
4. Ensure a mid-year annual budget review and forward the recommendations to the Council.
5. Review monthly budget reports, financial statements and forward them to the Council as needed.



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6. Ensure that an annual audit takes place and review the document to assure that it meets the needs of the Council.
7. Develop an investment strategy where necessary.
8. Ensure that adequate policies and procedures are in place for financial guidance.
9. Provide support to staff as needed. This typically involves working with finance, DEM Director, and DEM staff to develop valuable reports accessible to the public and Council on the DEM Department webpage.
10. Review and adopt the agenda for the Council meeting. This will include ensuring a review of the material to be presented.
11. The Committee may review suggested agenda items but cannot dismiss them without the approval of the Council. The Committee may move a particular agenda item to another meeting to not overload a particular meeting.