

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR FINANCE COMMITTEE

1. Name

- 1.1. The name of this committee shall be the Finance Committee of the Texas Association for Health, Physical Education, Recreation, and Dance (TAHPERD).

2. Purpose

- 2.1. The purpose of the Finance Committee are as follows:
 - 2.1.1. To adopt an annual budget prepared by the Executive Director for the operation of the Association. Such a budget shall include an estimation of income and authorized expenditures and shall be submitted to the Board of Directors for approval.
 - 2.1.2. To review the annual audit (internal or external) of the association's financial records.
 - 2.1.3. To establish procedures for accountability in expenditures, i.e., establish a travel policy, develop forms and procedures to be used in reimbursing expenses and paying bills, and ensure maintenance of other appropriate financial records.
 - 2.1.4. To review the annual budget prepared by the Executive Director and adopted by and for the Texas Foundation for Education in Health, Physical Education, Recreation, and Dance. Once reviewed and adopted, the Finance Committee will submit it to the Board of Directors for approval.

3. Organization

- 3.1. The committee shall be organized as a Standing Committee of the association.
- 3.2. The committee shall consist of eleven (11) voting members, including the President-elect (ex officio) as Chair, President (ex officio), Past President (ex officio), one (1) representative from the current Board of Directors, one (1) representative from the Foundation Board, one (1) representative from the Trustees, and five (5) appointed members. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.3. Individuals appointed by the President shall serve a five-year (5) term with exception of the representatives from the Board who shall serve until their tenure on the Board shall end.
- 3.4. Appointed members who have served a full five-year term may not be immediately reappointed.
- 3.5. The terms of appointed members shall be rotated with one person being appointed each year. (Board representative appointment is an exception.)
- 3.6. Appointments shall be made to ensure that at least two of the eleven members of the committee are men and at least two are women, and that at least two members are from the elementary and secondary schools and two are from the colleges or universities.

4. Operation

- 4.1. The committee shall meet at least two (2) times annually as follows: a meeting at the TAHPERD Office prior to the Spring Board of Directors meeting, and a second meeting at the site of the Annual Convention (time and place to be designated by the Chair).
- 4.2. Requests for expenditures shall be submitted to the Executive Director by February 1 proceeding the fiscal year for the budget being planned.
- 4.3. The budget shall cover the period from June 1 to May 31, the fiscal year approved by the Internal Revenue Service.
- 4.4. The budget shall include the estimated income and authorized expenditures and shall be in sufficient detail to ensure sound financial practice.
- 4.5. The budget shall be prepared in adequate time for it to be submitted to the Board of Directors at its Spring meeting.
- 4.6. The Texas Foundation for Education in Health, Physical Education, Recreation, and Dance budget
 - 4.6.1. The budget shall cover the period from June 1 to May 31, the fiscal year approved by the Internal Revenue Service.
 - 4.6.2. The budget shall include the estimated income and authorized expenditures and shall be in sufficient detail to ensure sound financial practice.
 - 4.6.3. The budget shall be prepared in adequate time for it to be submitted to the Finance Committee for review and recommendations to the Board of Directors at its Spring meeting.
- 4.7. When an external audit is done an internal audit is not required. The report of an external audit will be sent to all Finance Committee members upon completion. The external auditor upon request of the Finance Committee will personally present the report to the Finance Committee at the Annual Convention.

Adopted by the Board of Directors December 1968

Amended:

November	1984
April	1986
September	1986
February	1993
December	1993
December	1994
May	1996
April	1998
May	2004
April	2011
December	2012
April	2015
April	2016
April	2017