



# Independent School District 152



1313 30th Ave. S., Moorhead, MN 56560



Phone: 218-284-3300



[www.isd152.org](http://www.isd152.org)



Fax: 218-284-3333

## MAPS School Board Business and Finance Committee

Administrative Procedure: 213.3

Section: 200 School Board

Date Adopted: 07/18/2022

Date Revised: 08/08/2023

Date Reviewed: 08/08/2023

### I. PURPOSE

The purpose of this procedure is to define the membership and expectations of the Business and Finance Committee.

### II. GENERAL STATEMENT

Moorhead Area Public Schools, in its practice of prudent management of public resources. The Business and Finance Advisory Committee focuses on school district financial issues. Moorhead Area Public Schools is committed to seeking community input as decisions are made.

### III. MEMBERSHIP

The Business and Finance committee will be composed of:

- a. Community members (by application)
- b. Assistant Superintendent of Business and Administrative Services
- c. Director of Business Services
- d. School District Accountant
- e. Superintendent
- f. School Board Chair
- g. School Board Treasurer
- h. School District Building Administrator
- i. Employee(s)

Members should have a general understanding and/or background in financial matters and budgeting. (Refer to Administrative Procedure 213.9 for the membership application)

The Assistant Superintendent of Business and Administrative Services and/or designee will facilitate the meeting.

All terms are for two years, and members can be re-appointed.

#### **IV. EXPECTATIONS**

The committee shall review long-range school district financial planning and provide input on specific financial issues as identified by the committee, the School Board, or district administration.

The committee shall review and comment regarding underlying assumptions and trends which support long-range financial projections and review and comment on financial policy, the annual tax levy, the annual budget report, and the annual audit report;

The committee may appoint subcommittees to study specific issues as identified by the committee, the School Board, or district administration, and, when appropriate, call upon community members who have expertise regarding the issues being discussed; and

The committee members shall be key communicators for the school district regarding financial issues, both sharing information with the public and listening to the concerns of citizens.

#### **V. MEETINGS**

1. The meetings will be held at the MAPS Operations Center unless otherwise noted. Dates and times will be determined by the committee.

2. Meeting agendas and minutes will be available on the school district website.