



TOWN OF AMHERST

Committee Charge

Name:	Finance Committee (Finance)
Type:	Council
Legal Reference:	Amherst Home Rule Charter Section 5.5
Appointing Authority:	Town Council President for Voting Members, Town Council for Non-Voting Members
Number of Voting Members:	Five (5)
Number of Non-Voting Members:	Three (3)
Number of Liaisons:	None (0)
Term of Appointment:	One (1) Year for Voting Members, Two (2) Years for Non-Voting Members
Special Municipal Employees:	Yes*
Staff Support:	Town Manager or Designee and Clerk of the Council (for audit coordination)

Composition:

Five (5) Voting Members, who are members of the Town Council.

Three (3) Non-Voting Members, who are residents.

- Selection of resident members shall be based on relevant experience, skills and policy knowledge, with an emphasis on municipal and public finance.

A quorum shall be 3 Councilors.

Purpose:

Finance shall advise the Town Council on all Town financial matters, giving attention to meeting the Council's Statement of Values, particularly those of Diversity, Equity, and Inclusion, Environmental Sustainability, and Fiscal Responsibility, as well as ensuring that measures foster an unbiased and inclusive environment that is free of discrimination, harassment, and negative stereotyping toward any person or group.

Charge:

Finance shall:

Budgets, Finances, and Appropriations

- Review and make recommendations to the Town Council on all annual budgets in accordance with Charter Sec. 5.5, supplemental budgets and other appropriations in accordance with Charter Sec. 5.6, and financial transfers. [Charter Sec. 5.5-5.6]
- Consider any or all questions which it deems appropriate for the purpose of considering the budget. [Charter 5.5(b)].
- Review and make recommendations to the Town Council on the capital inventory, capital improvement program, and the infrastructure. [Charter Sec. 5.7]

- Review and make recommendations to the Town Council on the purchase, sale, or leasing of land and/or buildings.
- Review and make recommendations to the Town Council on borrowing and debt.
- Upon referral from the Town Council, review and make recommendations to the Council on water, sewer and other municipal utility rates.
- Upon referral from the Council, make recommendations on proposed bylaws (including revisions), policies, or other measures under Council consideration with regard to the effect the measure will have on Town revenues, expenses, or finances.
- Hold public hearing related to the budget as required by Charter Section 5.5(a).
- Review and make recommendations to the Town Council on matters related to the financial health of the Town of Amherst.

Investigations and Annual Audit

- Have the authority at any time to investigate the books, accounts, and management of any Town agency and, via a request to the Town Manager, Superintendent, or Library Director, as appropriate, to require officers and employees of the Town to appear before it and to provide information. [Charter Sec. 5.5(b)]
- Recommend to the Town Council procedures for selection of an accountant or firm to perform an audit in compliance with the Charter Sec. 5.8.
- Meet with the independent auditor to review the annual independent audit of the Town’s financial statements.

Reports:

Report findings of the annual audit to the Town Council.

Finance shall file with the Town Council and the Town Manager not later than March 1 in the year following its award a report on the annual audit. [Charter Sec. 5.8]

Further reports to the Town Council as necessary.

Action:

The Town Manager shall include in the annual budget a sum of money sufficient to satisfy the estimated cost of conducting the audit as presented to the Town Manager, in writing, by the Town Council. [Charter Sec. 5.8]

Charge Adopted: December 18, 2018

Charge Revised: April 1, 2019; April 22, 2019; March 9, 2020; September 19, 2022

SME Status* Voted: April 22, 2019

*Per M.G.L. Ch. 268A Sec. 1(n), the Councilors serving on Finance cannot claim SME status, even though the Finance Committee, as an entity, is designated as such.