

# Finance Committee Meeting Minutes

<b>Wing - Unit:</b>
<b>Date:</b>
<b>Location of Meeting:</b>

### Finance Committee Members Attending:

Print Name:	Title:	Signature:
	Chair / CC	
	Finance Officer	

If attending remotely, please state means of communication in the signature block:

### Routine / Recurring Business: (Must be discussed / approved at least quarterly)

**1) Approve previous Finance Committee meeting minutes:**

Notes:

**2) Review Cash Report provided by Wing for Accuracy:**

Notes:

**3) Review Budget: (Discuss and adjust if needed)**

Notes:

**4) Review and vote to approve or disapprove expenses needing Finance Committee approval:**

Notes:

### Old Business from Previous Meetings:

**1)**

Notes:

**2)**

Notes:

### New Business / Other matters considered:

**1)**

Notes:

**2)**

Notes:

**Recorder:**

\_\_\_\_\_  
Print name and grade

\_\_\_\_\_  
Signature