

Finance, Property & Investment Committee - Terms of Reference (Specific)

Controlled Document

Board Charter Appendix 21

Finance, Property and Investment Committee – Specific Terms of Reference*

**to be read in conjunction with the Board Committee “General Terms of Reference” located in the Board Charter – “Board Committee Operations” (AQuA 2022).*

Purpose

The Committee is formed to oversee, monitor and review Activ’s financial, property and investment planning processes, reporting systems and policies, ensuring the integrity of reporting, systems and controls and conducting in depth analysis of regular reports, including external audits. The Committee has responsibility to review and analyse the monthly financials and the underlying performance of the business.

Responsibilities

1. Overseeing the integrity of Corporate Reporting systems;
2. Reviewing Activ’s operational and capital budgets prior to submission to the Board;
3. Reviewing and advising the Board on the appropriateness of significant changes in finance and accounting policies and procedures;
4. Monitor the adequate funds are available to meet financial commitments as and when they fall due;
5. Reviewing Activ’s draft Annual Financial Statements prior to submission to Board. This includes:
 - a) The CEO and CFO declaration that, in their opinion, the financial records of the entity have been properly maintained;
 - b) That the financial statements comply with the appropriate accounting standards;
 - c) That the financial statements give a true and fair view of the financial position and performance of the entity; and
 - d) That the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively
6. Reviewing and monitoring the appropriateness of all related-party transactions;
7. Reviewing Activ’s Treasury Management including relevant policies and procedures; and
8. Assist all Board members to understand the financial reports.

Invitees specifically for the Finance, Property and Investment Committee

- External Auditors (Financial Reporting Items only)
- Insurance Broker (as required)
- Internal Auditors (as required)
- Head of Finance and Reporting (As required)