

# 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)

<b>1) Approve previous Finance Committee meeting minutes:</b>
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Notes:

<b>2) Review Cash Report provided by Wing for Accuracy:</b>
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Notes:

<b>3) Review Budget: (Discuss and adjust if needed)</b>
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Notes:

<b>4) Review and vote to approve or disapprove expenses needing Finance Committee approval:</b>
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Notes:

### Old Business from Previous Meetings:

<b>1)</b>
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Notes:

<b>2)</b>
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Notes:

### New Business / Other matters considered:

<b>1)</b>
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Notes:

<b>2)</b>
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Notes:

**Recorder:**

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

\_\_\_\_\_  
Signature