



ALBUQUERQUE  
COMMUNITY  
FOUNDATION

trust • equity • integrity • accountability

## Finance Committee Charter

### **Staff Liaison**

Tiffany Rawls, *Finance Director*

### **Responsibilities**

#### **Mission:**

The Finance Committee (the “Committee”) of the Board of Trustees (the “Board”) shall assist and advise the Board in fulfilling its oversight responsibilities for the Albuquerque Community Foundation’s (“Foundation”) and New Mexico Community Trust’s (“Trust”) financial reporting, internal controls, performance of external auditors and overseeing the integrity of the Foundation and Trust’s financial accounting process and systems of internal controls regarding finance, accounting and use of assets. The Committee shall oversee the selection and retention of external auditors and the annual consolidated financial statement audit of the Foundation, the Trust, the Historic Champion Grocery Building, LLC and ACF Holdings, LLC. The Committee will report regularly to the Board.

#### **Composition:**

Diversity, equity and inclusion are core to the successes of the Foundation and Trust’s internal operations and to its external impact and engagement in the community. The Finance Committee will reflect this core value and seek members who have financial or accounting expertise, and who represent our diverse community in an equitable way.

The Committee will have between six and eight members appointed by the Chair of the Foundation’s Board with one member selected by the Chair of the Board as the Committee Chair. Members will have terms of three years and may serve a maximum of three terms (initial terms may be staggered following adoption). The Committee composition will include at least three Trustees, one of whom will be the Treasurer of the Board, with the remaining members having some accounting or financial management expertise. The Risk Management Committee Chair shall be an ex-officio member of this committee. If a member is unable to complete her or his term, the Chair of the Board of Trustees will appoint a successor to complete the term.

#### **Meetings:**

The Finance Committee will meet at least quarterly. At least annually, the Committee shall meet separately, without Foundation management, in executive session with the external auditors, and shall seek comments regarding management support of the audit function, quality of the Foundation’s records and other areas of concern.

**Duties:**

- Reviews financial reports prepared by the CFAO and Finance Director on a quarterly basis. Works with staff to design financial reports and ensure reports are accurate and timely;
- Reviews the proposed annual operating budget for the Foundation and Trust prepared by staff and recommends the proposed budget to the Boards for approval;
- Reviews operating budgets to actual for the Foundation and Trust on a quarterly basis;
- Reviews and approves the annual Form 990 and 990T tax returns for the Foundation and Trust, along with other related forms, and distributes the Form 990 and 990T to the Boards in advance of filing with the IRS;
- Reviews and recommends for approval fiscal policies for both organizations;
- Reports to the Boards of both organizations any financial irregularities, concerns, opportunities;
- Recommends financial guidelines to the Boards of both organizations;
- Advises the President and CEO and other appropriate staff on financial priorities and information systems;
- Monitors compliance of financial reporting with IRS Regulations.

With regard to the selection and retention of external auditors, the Committee shall:

- Be responsible for the selection and reappointment of the external auditors, which external auditors are accountable to the Finance Committee;
- Approve the compensation of the External Auditors and pre-approve any non-auditing services provided by the External Auditors. The Committee may delegate pre-approval to the Chair of the Committee subject to review by the Committee at its next meeting. The performance of and compensation for such non-audit services shall be disclosed in the Foundation's annual audit;
- Provide oversight of the performance of the External Auditor and, where appropriate, consider rotation or replacement of the Auditor;
- Obtain annually from the External Auditor, a formal written statement describing all relationships between the auditors, the Foundation and the Trust. The Committee shall investigate any relationships that may impact the objectivity and independence of the auditor and shall take appropriate actions to ensure the auditor's independence, including replacement, where appropriate;

With regard to the annual audit of the consolidated financial statements of the Foundation and the Trust, the Committee shall, in conjunction with the external auditor:

- Review internal control policies and procedures;
- Review management's efforts at setting the appropriate tone in communicating the importance of internal controls;
- Evaluate the external auditors' review of computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a serious breakdown;
- Evaluate the extent to which internal control recommendations made by external auditors have been implemented by management;
- Obtain the external auditor's report with regard to any fraud, illegal acts, deficiencies in internal controls, and other audit-related matters;

- Review the annual audit before its release and consider whether the information is accurate, complete, and consistent with member's knowledge about the Foundation and its operations and reflects appropriate and ethical accounting principles;
- Review the findings by regulatory agencies such as the U.S. Internal Revenue Service and the New Mexico Taxation and Revenue Department.

Updated:  
March 31, 2026  
December 13, 2022