

SOUTHEAST, INC.

Area: Board of Directors
Subject: Finance Committee

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FINANCE COMMITTEE

PURPOSE:

The description of the duties and responsibilities of the Southeast Board of Directors' Finance Committee are described below.

PROCEDURES:

1. Convene, at least ten times per year or more frequently as called by the Chairperson, the Chief Financial Officer, or the President of the Board.
2. Maintain a review of all financial current and long-range planning and affairs of Southeast with recommendations taken to the full Board.
3. Review and recommend for approval to the Board all operating and capital budgets of Southeast
4. Formulate and review all major financial policies of the corporation.
5. Review and monitor investment policy and investments.
6. Insure that financial policies dealing with investment, revenue, expense, assets and liabilities, and net assets are in accord with Federal, State, and local guidelines and regulations with special attention to those compliance requirements associated with the administration of Federal programs.
7. Be responsible for oversight and review of all internal and external financial functions, excluding audit functions.
8. Receive and review monthly financial reports of corporate operations as prepared by the Chief Financial Officer with monthly reports to the full Board of Directors.
9. Provide advice and counsel to the Chief Executive Officer and Chief Financial Officer regarding financial matters involving the corporation.
10. Provide a monthly report and recommendations to the Board of Directors relative to the Finance Committee's activities and the financial status of the corporation.
11. Review patient and client subsidy and partial payment schedules, including those set by public authorities, with recommendations to the full Board of Directors.

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12. Ensure an annual fiscal audit by a CPA firm.
13. Direct the hiring, review and oversight of the auditor's activities.
14. Ensure that the auditing firm is not providing any non-audit services to Southeast with the exception of preparation of the Form 990.
15. Formulate and review all rules and processes for complaints concerning accounting and internal control practices.
16. Hold responsibility for the oversight and review of all internal and external financial audits
17. Review the annual audit and recommend its approval or modification to the full Board.
18. Ensure that orientation of Board members includes financial literacy training.

RESPONSIBILITIES:

Board of Directors Finance Committee
Chief Financial Officer
Chief Executive Officer