

**ELIOT INSTITUTE**  
**FINANCE COMMITTEE**

*Scope of Work:* During the direction of the Treasurer, develops the annual budget. Recommends budget assumptions for Board review and input. Develops rate structure (with marketing input from Communications Committee). Oversees and monitors Eliot's financial position through the regular production of streamlined, clear financial reports. Recommends budget adjustments as needed throughout the year. Provides guidance on financial administration issues to Administrator and Treasurer.

*Structure:* Eliot Board Treasures serves as chair, with other Board and non-Board members with financial expertise.

**ADD TO COMMITTEE TIME LINE**

Book Seabeck for next year's Annual Meeting at Seabeck (After date set at January meeting)

Present budget for year at Annual Meeting.

[Written 2004]