

**OUR LADY OF VICTORIES PARISH**  
**HORSLEY PARK AND KEMPS CREEK**

**COMMITTEES TERMS OF REFERENCE**

**Name of Committee:** Finance Committee

**Frequency of Meetings:** 4 times per year

**Venue of Meetings:** Parish House Conference Room

**Contact Person/s and Number/s:** Violet Menolotto 9725 1274

**Other Committee Members:** Parish Priest, Parish Council Chairperson, Charlie Barone, Bob Farrell, Violet Menolotto and Sam Said

**Recruitment:** By Parish Priest as required

**Review Date (annual):** February 2008

**MAIN OBJECTIVE:**

Canon Law requires that a Finance Committee advise the Parish Priest in respect of the administration of the assets of the Parish.

The Finance Committee is to assist the Parish Priest in administering the Parish finances, in maintaining Parish properties, in planning future capital works and raising the necessary funds to achieve the financial goals of the Parish.

**OTHER OBJECTIVES:**

Ensure that a budget of the income and expenditure of the Parish is prepared

Review the actual income and expenditure of the Parish and compare it to the budgeted amounts

Review future capital works to ensure that sufficient funds are in place to finance the projects

Prepare an annual financial report for the Chancery

Prepare an annual financial report for the Parish