

TERMS OF REFERENCE  
GESSTWOOD CAMP & RETREAT CENTRE

Name: **Finance Team**

Reporting to: Management Team

Purpose: **To maintain excellent financial records of all financial transactions. To manage investments and keep the Management Team informed of the financial status of the Camp and Retreat Centre. To make recommendations to the Management Team for applications for grants and loans. To review the monthly financial statements prepared by the treasurer. To arrange for review of the books each year.**

Description: Chairperson – 2 year term with renewable one additional year.  
3 – 5 members (staggered terms)  
(3 year term with renewal 3 years. After one year off the board individuals can serve on another team).  
Treasurer – same terms as above

Duties

- Receive an annual budget request from each of the teams and
- Prepare the annual budget
- Maintain financial records of the camp
- Manage the investments
- Keep the Management Team informed of the financial status of the Camp and Retreat Centre
- Look into grants for summer employment
- Search out grants and/or loans
- Look after the annual review
- Monitor the forestry status in relation to taxes
- Deal with Canada Revenue