



Finance Committee Meeting Minutes

TX-
Date:

Attendees: Print Name:	Title:	Signature:
	Chair / CC	
	Finance Officer	

If attending remotely, please state means of communication in the signature block:

Routine / Recurring Business: (Must be discussed / approved at least quarterly)

1) Approve previous Finance Committee meeting minutes:

Notes:

2) Review Cash Report provided by Wing for Accuracy:

Notes:

3) Review Budget: (Discuss and adjust if needed)

Notes:

4) Review and vote to approve or disapprove expenses needing Finance Committee approval:

Notes:

Old Business from Previous Meetings:

1)

Notes:

2)

Notes:

New Business / Other matters considered:

1)

Notes:

2)

Notes:

Recorder:

Print name and grade

Signature