

200.3G4 – Financial Oversight Committee Charter

Updated [Draft – 2026]

Adoption Date: 06/22/2021

History: 11/23/21 (reviewed), 11/29/22 (reviewed), 10/24/23 (reviewed), 10/8/24 (updated), 10/14/25 (reviewed), [2026 update]

Purpose

The purpose of the ICCSD Board of Education Financial Oversight Committee is to:

- Assist the full Board in carrying out its fiduciary responsibilities under Iowa law, including the Iowa Constitution and applicable statutes.
 - Provide public assurance that District funds are expended only for legitimate public purposes and not for private personal gain for which services of comparable value have not been rendered.
 - Provide independent, informed oversight of the District's financial condition, reporting, internal controls, and long-term sustainability.
 - Enhance transparency, accountability, and public confidence in the District's financial practices.
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Accountability

The Financial Oversight Committee operates as a standing committee of the Board of Education and serves in an advisory capacity to the full Board.

The committee will:

- Provide regular updates and recommendations to the Board of Education
- Submit an **annual summary report** to the Board, which may be made available to the public in accordance with Iowa law
- Recommend any necessary changes in financial practices, policies, or procedures to the Board for consideration and approval

All final authority remains with the Board of Education.

Committee Chair

One of the annually appointed committee members will be elected by committee members to serve as the committee chair. The chairperson shall be selected from the community members serving. The Committee chairperson will recommend new members to the committee as appropriate with membership based upon a majority vote of the committee.

The primary responsibilities of the Chair include:

- Providing consistency in financial oversight activities
 - Coordinating committee work and annual planning
 - Reporting to the Board at regularly scheduled meetings
 - Ensuring agendas, materials, and follow-up actions are appropriately managed
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Responsibilities

The Committee shall provide oversight, review, and recommendations in the following areas:

1. Statutory Financial Oversight

- Develop and maintain a process for committee members to review and approve all just claims against the school corporation (Iowa Code 279.29) on a bi-weekly basis
 - Specify and review bi-weekly financial reports to be provided to the full Board, including:
 - Receipts, disbursements, and balances for District funds (Iowa Code 291.7)
 - Bills paid by the treasurer including check number, fund, date, purpose, and amount (Iowa Code 291.8)
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2. Financial Reporting & Transparency

- Review annual audited financial statements with management and independent auditors
- Monitor the clarity, accuracy, and timeliness of financial reporting

- Promote understandable financial communication for Board members and the public
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3. Budget & Financial Planning

- Review assumptions and parameters used in developing the annual budget
 - Review draft and final annual budget prior to Board approval
 - Monitor financial performance compared to the adopted budget
 - Review multi-year financial projections and long-term financial sustainability
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4. Audit Oversight

- Oversee the independent audit process, including:
 - Review and approval of audit scope
 - Review of audit results and findings
 - Review of management letter and corrective actions
 - Recommend selection of independent auditors to the Board
 - Review auditor qualifications, independence, and performance
 - Participate in audit request for proposal (RFP) processes at least every five years
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5. Internal Controls & Risk Management

- Review the adequacy of internal controls over financial reporting and operations
- Monitor implementation of corrective actions related to audit findings
- Review major financial risks, including:
 - Enrollment and funding trends
 - Staffing and compensation pressures
 - Capital and infrastructure needs
 - Technology and cybersecurity risks

- Review insurance coverage and risk management strategies
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6. Compliance & Ethics

- Monitor compliance with applicable laws, regulations, and Board policies related to financial management
 - Review procedures for receiving, retaining, and addressing complaints related to:
 - Accounting or auditing matters
 - Internal controls
 - Suspected fraud or misuse of funds
 - Review any significant financial complaints and their resolution
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7. Policy Review

- Review financial policies and procedures on a rotating basis
 - Recommend updates to improve governance, clarity, and effectiveness
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8. Committee Effectiveness

- Conduct an annual self-assessment of committee effectiveness
 - Review this Charter at least every three years and recommend updates to the Board
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Process

The Chief Financial Officer will facilitate the Committee meetings. The CFO will serve the committee in an ex-officio capacity.

- The Committee will meet **at least 6 times per year**, aligned to the District's financial and audit cycle
- Additional meetings may be scheduled as needed

Meetings may include:

- District administration (e.g., Chief Financial Officer / Chief Operating Officer / Superintendent)
- Independent auditors
- Legal counsel or other advisors, as needed

The Committee may meet in executive session as permitted by law.

Annual Work Plan

The Committee will maintain an annual work plan aligned to the District's financial calendar, including:

- **Fall:** Financial condition and risk review
 - **Winter:** Audit review and financial reporting
 - **Spring:** Budget development and audit planning
 - **Late Spring:** Final budget review and annual reporting
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Authority

The Committee is authorized to:

- Request information from District staff
 - Meet with auditors, management, or legal counsel (with or without staff present)
 - Review any matter within its scope of responsibility
 - Recommend actions to the Board
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Membership

The committee will be renewed each year during the fall Board organizational meeting.

The Committee shall consist of:

- **1–2 Board of Education members** (liaison role, non-chair)
- **Chief Financial Officer** (ex-officio)
- **5–9 community members**, with expertise in:

- Accounting / auditing
- Finance / banking
- Business leadership
- Risk management / legal,

with preference for residents of the Iowa City Community Schools or who have children attending Iowa City Community Schools.

Terms

- Community members serve **3-year staggered terms**
- Members are **appointed by the Committee and approved by the Board**
- The Committee elects a **Chair annually** (Board-approved)

The Board may consider inclusion of **community members with financial expertise** to enhance independent oversight and public engagement.

Classification

The committee will be a standing Board Committee.

- Meetings will be conducted in accordance with Iowa Code
- Agendas will be posted at least 24 hours in advance when required
- Minutes will be taken and maintained as part of the public record