

Wing Finance Committee Meeting Minutes		
Wing:		Date:
Location of Meeting:		
Finance Committee Members Attending		
Print Name:	Title:	Signature:
	Chair/CC	
	Director of Finance	
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 Balance Sheet noting cash account balances & outstanding A/P & A/R. Notes:		
3) Review Budget to Actual Report. (Discuss & adjust if needed.) Notes:		
4) Review Comparative Profit & Loss Statement. Notes:		
5) Review last quarter's Internal Financial Review. Schedule current quarter's review. Notes:		
Old Business from Previous Meetings:		
Notes 1:		
Notes 2:		
New Business / Other matters considered:		
Notes 1:		
Notes 2:		

Recorder:

Print Name and Grade

Signature