Christ Church Cathedral Dublin

The Cathedral of the Holy Trinity Founded c.1028

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TERMS OF REFERENCE FOR
THE FINANCE AND ADMINISTRATION SUB-COMMITTEE
OF THE BOARD OF CHRIST CHURCH CATHEDRAL, DUBLIN CLG

The Finance and Administration Committee is a sub-committee of the Board of Christ Church Cathedral, Dublin CLG.

1. Purpose

The principal purpose of the sub-committee is to advise the Board in relation to:

- Strategic advice pertaining to the Cathedral's finance function
- Exercise oversight of the Cathedral's finance function
- Financial risk assessment
- Investment strategy in respect of the Cathedral's investments
- The establishment and monitoring of an appropriate reserves policy
- Insurance and related matters
- Strategic employment and administration matters

The sub-committee is to review, with the management team, the financial performance of the Cathedral against its financial goals and targets as follows:

- review the annual budget and make recommendations to the Board
- review cash flow and management accounts at each meeting
- ensure that annual financial reports comply with best practice and the Charities SORP

In addition, the sub-committee will also

- review any proposed expenditure of more than €5,000 not already included in the annual budget
- review the insurance cover of the Cathedral
- provide input and support to the annual audit, as appropriate
- oversee any strategic Human Resources decisions
- comply with any requests from the Board on specific matters that the Board may require advice on
- provide a forum by which staff of the Cathedral may, in confidence, raise concerns about possible improprieties in matters of financial performance or other matters

2. Membership

The sub-committee shall consist of a Chairperson and not fewer than two and not more than four members. Membership of the sub-committee shall have amongst its members, individuals who have experience of finance, insurance or human resources.

3. Term of Office

The term of office for each member of the sub-committee shall align with the triennial appointment of the Cathedral Board. Members may be appointed for

additional terms.

4. **Frequency of meetings and quorum**
   The sub-committee shall meet at least six times per year or more frequently if so required. A quorum at each meeting shall be three members.

5. **Reporting to the Board**
   The sub-committee will present verbal and/or written reports to the Board. The sub-committee meetings will be minuted by the sub-committee secretary and these minutes will be available to the Board.

6. **Review**
   The sub-committee shall conduct an annual self-review of its performance including a review of its terms of reference.

Approved by the Board of the Cathedral on: 23 October 2024