

Business Category: Global TransPark (GTP)		Business Area: Financial Management
Approval Date: 8/15/2019	Last Revision Date: 10/17/2019	Next Review Date: Targeted for review two years from the approval date.
Authority: Select all that apply: <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <input type="checkbox"/> Requires FAA approval <input type="checkbox"/> Requires other external agency approval: Click here to enter external agency name(s). NC General Statute § 63A North Carolina Global TransPark Authority Bylaws of the North Carolina Global TransPark Authority Board of Directors amended and restated August 15, 2019		Policy Owner: GTP Executive Director and GTP Finance Director
Definitions: <p>“Authority” shall mean the North Carolina Global TransPark Authority as enacted by Section 63A of the North Carolina General Statutes, and with powers as enumerated in Section 63A-4 of the North Carolina General Statutes.</p> <p>“Board” shall mean The Board of Directors of the Authority with members as defined in Section 63A-3(b) of the North Carolina General Statutes.</p> <p>“Committee” shall mean the Finance Committee of the Board of Directors of the Authority.</p> <p>“Secretary” shall mean the Secretary of the North Carolina Department of Transportation.</p> <p>“Department” shall mean the North Carolina Department of Transportation.</p>		
Policy: The Board assigns the financial oversight tasks to the Committee, thereby 1) establishing a single Board committee for all financial matters, 2) ensuring appropriate financial policies and/or monitoring mechanisms are in place, 3) ensuring the preparation of timely and accurate financial statements, 4) ensuring adequate internal controls are in place over financial reporting, and 5) allowing the Board to focus on the operations and strategic direction of the Authority.		
Scope: The BYLAWS OF THE NORTH CAROLINA GLOBAL TRANSPARK AUTHORITY, ARTICLE III BOARD OF DIRECTORS, SECTION 8. Committees, (b) Standing Committees (2) Finance Committee outlines the primary role of the committee. The by-laws state, the Finance Committee shall (a) recommend financial policies, (b) review major capital projects, (c) prepare the budget for the Authority annually, (d) assure that financial statements are delivered to the Board each quarter, (e) meet and/or receive a report at least annually with the Authority’s independent auditors to determine whether the Authority is maintaining an effective system of accounting, financial controls and reporting, and to report its findings and recommendations to the Board, (f) oversee the annual independent audit, and (g) monitor risk management policies.		

The Committee is necessary for assisting Authority staff in securing the financial health of the organization. Members of the Committee have a fiduciary duty to ensure the financial matters of the Authority are in line with its mission.

Procedures: N/A

Related Documents: North Carolina General Statute §63A-3. Creation of Authority and Board. (a) Creation. – The North Carolina Global TransPark Authority is created as a body corporate and politic having the powers and jurisdiction as provided under this Chapter or any other law. The Authority is a State agency created to perform essential governmental and public functions. The Authority shall be located within the Department of Transportation and shall be subject to the direction and supervision of the Secretary.

The Committee's most important and overarching role is to ensure the records of the Authority are accurate and complete and to help ensure that all federal, state, local, and grant reporting occurs on time and accurately.

Per the bylaws of the Authority's Board of Directors, the core responsibilities of the Authority Board's Finance Committee are:

a) recommend financial policies,

The Committee shall help ensure that a system of internal control is in place. The Authority's financial policies serve as guidelines and protection for members of the Board and staff of the Department and Authority as they deal with complicated and routine questions relating to the Authority's financial management. Additionally, the Committee may elect to review and approve financial procedures as needed.

(b) review major capital projects,

(c) prepare the budget for the Authority annually,

During the strategic planning process, members of the Committee may participate in the analysis of the external and internal environment that determines the future course of the Authority.

During the budget process, the Committee shall work closely with the Authority's Executive Director, Finance Director, and other Department and Authority staff to ensure that the process is carried out efficiently and to ensure that all current and key elements of the Authority's Strategic Plan are addressed. The Committee shall review and approve the budget before it goes to the Board for consideration.

(d) assure that financial statements are delivered to the Board each quarter,

The Committee and Authority staff shall communicate with the Board, translating financial data into meaningful terms that can be understood by those less familiar with finance vernacular (i.e., using graphs and charts, etc.). The Committee shall interpret the financial status for the Board and provide information to the Board linking the financial health of the Authority to its impact on strategic goals.

(e) meet and/or receive a report at least annually with the Authority's independent auditors to determine whether the Authority is maintaining an effective system of accounting, financial controls and reporting, and to report its findings and recommendations to the Board,

(f) oversee the annual independent audit, and

The Committee shall assess the reliability of the information produced by the Authority's financial staff. The Committee may review all available information and compare to prior year information, budgets, and other useful benchmarks. The Committee with Authority staff shall communicate with the external CPA firms and Office of the State Auditor (OSA) during the quarterly review and annual audit processes.

(g) monitor risk management policies

When reviewing financial statements and other reports, the Committee and Authority staff shall keep track of the net position to identify isolated events and trends that might impact the Authority's ability to provide adequate funding for budgeted activities.

The Committee and Authority staff shall work collectively to identify potential impacts of the external economic and fiscal environment on the Authority and the environment in which it operates.

Revision History		
Revision Date	Revision Number	Description
8/15/2019	0	Approved at the GTP Board Meeting on 8/15/2019.
10/17/2019	1	Revised for technical corrections to align with the Authority's amended and restated By-laws and to reflect an updated policy owner.