

## **BRITISH ACUPUNCTURE ACCREDITATION BOARD**

### **FINANCE COMMITTEE**

**T:** +44 (0)20 8735 0466

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**Aim:** To maintain and further develop robust financial management on behalf of the Board

#### **Terms of Reference:**

To keep under review current processes for financial management

To review the income and expenditure against the budget for the current year

To develop the budget for the following financial year and amend this as necessary

To negotiate with CHAC the Institutional fees for the academic year after next

To request of the BAAC their contribution to feed into their budget for the following year

To agree staff rises in salary

To amend attendance allowances, travel and subsistence

To consider staffing implications of Board activity

To report to the Board and make recommendations as necessary

#### **Membership:**

Financial Advisor

Treasurer

Board/Company Secretary

Accreditation Officer(s)

Chair of the Board - ex officio

#### **Meetings:**

Normally by email with confirmation at the Executive Group in late October. Costs of this Committee are therefore minimal