

**COUNTY OF LOS ANGELES  
QUALITY AND PRODUCTIVITY COMMISSION**



**Administrative Policy Manual**

**Policy No.:** 6.0

**Approved:** July 21, 2003

**Distribution:** Commissioners

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**SUBJECT:** FINANCE COMMITTEE CHARTER

**PURPOSE:** To establish the Membership, Role, Responsibilities and Procedures of the Finance Committee.

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**CHARTER:** The role of the Finance Committee is to monitor the overall use of the Productivity Investment Funds (PIF) to ensure that they are effectively and productively used in support of PIF projects and in the operation of the Commission.

**MEMBERSHIP:** Membership consists of a minimum of four Commissioners including the Commission Chair and one or two Productivity Managers appointed by the Commission Chair. The Finance Committee Chair is also a member of the Productivity Investment Board. The Committee meets twice per year or more frequently as required.

**RESPONSIBILITIES:**

1. Review the Commission's budget and make recommendations on the allocation of funds/expenditures.
2. Present recommended budget to the Commission prior to July 1<sup>st</sup> for adoption.
3. Keep the Commission apprised of the status of long-term fiscal strength of the Productivity Investment Fund and alert the Commission when the fund balance projection reaches \$1.0 million.
4. Review the PIF account and make recommendations.