

## FINANCE, AUDIT AND RISK COMMITTEE

### 1. Overview

The AIST Board has the authority to establish board committees and ad hoc committees to assist it in its work, but retains its overriding responsibility for any delegated activity. Within this context the board may:

- Delegate any of its powers to a committee, and
- Appoint the chair of a committee.

Each committee established by the board is required to adopt a charter that must be approved by the board. The charter must set out the committee's composition, responsibilities and other matters relating to its effective operation.

### 2. Board charter

All committees must adhere to the principles contained in the AIST Board Charter.

### 3. Type of committee

The Finance Committee is a board business committee.

### 4. Committee composition

The AIST Board has appointed a chair of the Financial Compliance Committee.

**In addition to its chairperson, the committee will include the following AIST personnel:**

- CEO
- General Manager
- Finance Manager
- Accountant (when required)
- A Board Member

### 5. Meetings

The committee meets every two months.

### 6. Responsible staff member

The General Manager is responsible for assisting the work of the committee.

### 7. Minutes

All meetings of the committee consist of minutes:

- The minutes are circulated to all members of the committee;
- The Finance Manager is responsible for taking and circulating the minutes.

### 8. Reporting to the board

The committee will provide a report of each of its meetings to the board.

The reports will be provided to the first board meeting following each committee meeting.

## 9. Role

The board has delegated the responsibility of overseeing AIST's finances to the Finance Committee, in particular:

- Monitoring the monthly accounts against the approved budget
- Ensuring that AIST complies with all relevant accounting standards
- Preparation of monthly finance reports for the board
- Preparation of the profit and loss statements
- Ensuring that all debtors are followed up
- Ensuring that all accounts are processed in a timely manner
- Overseeing preparation of accounts for the auditor
- Liaising with the auditor during preparation of the annual accounts
- Preparation of the financial report for the Annual Report

## 10. Budget

The Finance, Audit and Risk Committee does not have a dedicated budget:

- The committee's activities are incorporated in the AIST budget;
- The committee can submit additional activities that are outside budget to the board for consideration (refer to the Board Charter; 1.2.1).