

West Brandywine Township

Board of Supervisors

William E. Webb, *Chairman*

O. Douglas Smith, *Vice-Chairman*

Josef G. Obernier, Sr., *Member*

Dale Barnett
Interim Manager

WEST BRANDYWINE TOWNSHIP RESOLUTION # 06- 2014

Citizen Finance Advisory Committee

WHEREAS, West Brandywine Township is a political subdivision operating in accordance with, *inter alia*, the Second Class Township Code (the “Code”);

WHEREAS, the Code vests the Board of Supervisors of West Brandywine Township with the responsibility for adopting an annual budget, appropriating funds to be used for the administration of Township functions, and providing for the investment of Township funds consistent with sound business practice; and

WHEREAS, the Board of Supervisors desires to create a Citizen Finance Advisory Committee to provide financial advice, expertise, and assistance to the Board of Supervisors and Township Treasurer to assist the Board in fulfilling its taxation and finance responsibilities under the Code.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Supervisors of West Brandywine Township that:

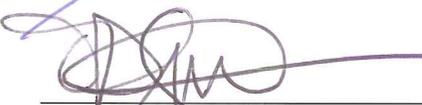
1. A Citizen Finance Advisory Committee (“CFA Committee”) shall be created.
2. The mission of the CFA Committee shall be to provide effective financial know-how and advice to the Board of Supervisors and Treasurer of West Brandywine Township on a continuing and an as-needed basis with the intent to create and sustain excellence and financial governance, reporting and decision making.
3. The Committee shall be composed of five (5) Township residents who have a background in the area of business leadership and financial management and reporting, and are committed to become involved in a detailed manner with this working Committee. The Board of Supervisors shall choose the five (5) residents, who shall serve for a period of three (3) years. Inaugural members will be appointed for a period of one, two and three years with two members appointed for two years and two members appointed for three years. Members of the CFA Committee may be removed at any time in the discretion of the Board of Supervisors. Vacancies shall be filled by the Board of Supervisors. The Treasurer shall be a permanent member.
4. No member of the CFA Committee may have a direct business relationship with any organization that is conducting business with the township. All members must sign a Statement of Financial Interest form every 12 months. There is a duty on each committee member to affirmatively notify the BOS of any potential conflict that may arise at any time between the time that the Statements of Financial Interest are due.
5. The CFA Committee, at its discretion, may consult with outside advisors whose expertise may be sought for any issue under consideration. Any fees shall be approved by the Board of Supervisors before they are incurred.

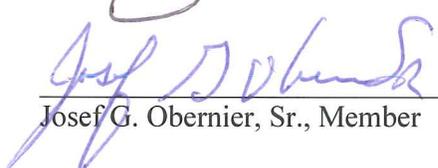
6. The CFA Committee shall provide guidance and assistance in the following areas:
 - (a) Financial reporting.
 - (b) Budget process and technique.
 - (c) Accounting.
 - (d) General, proprietary, designated and restricted fund creation and management.
 - (e) Policy development (financial aspects only).
 - (f) Capital expenditure analysis.
 - (g) Implementation of auditor-recommended changes to financial reports.
7. The CFA Committee shall meet on a regular basis, typically quarterly, or as needed to review financial performance and critical financial issues. CFA Committee meetings shall be open to the public and advertised in accordance with the Pennsylvania Sunshine Law. The CFA Committee shall maintain detailed minutes of its meetings and action items, which will be posted on the Township website following approval of the minutes by the CFA Committee, in accordance with the Pennsylvania Open Records Law. CFA Committee members should also be available to provide such experience and expertise when requested by the Treasurer.
8. An update of CFA Committee activities shall be presented to the Board of Supervisors quarterly.
9. The CFA Committee may be dissolved by vote of the Board of Supervisors when, in the discretion of the Board, the CFA Committee is no longer deemed necessary.

ENACTED INTO RESOLUTION, this 1st day of May, 2014. This Resolution shall take effect immediately.

WEST BRANDYWINE TOWNSHIP

BY: 
William E. Webb, Chair

BY: 
O. Douglas Smith, Vice-Chair

BY: 
Josef G. Obernier, Sr., Member

ATTEST:


Linda Formica, Township Secretary