

# UTAH COUNTY ACADEMY OF SCIENCES POLICIES AND PROCEDURES

**SECTION:** B – Board of Trustees  
**POLICY TITLE:** Board of Trustees Committees  
**FILE NO.:** BF  
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### 1. PURPOSE AND PHILOSOPHY

The purpose of Utah County Academy of Sciences (UCAS) committees is to assist the Board of Trustees (The Board) and school administration in accomplishing the mission and charter of UCAS.

### 2. COMMITTEES OF THE BOARD

2.1. The Board establishes the following standing committees to report to the Board:

2.1.1. Audit Committee

2.1.2. School Land Trust

2.2. As needed, The Board may establish ad hoc committees.

### 3. AUDIT COMMITTEE ELECTION, TERMS, AND DUTIES

3.1. The Audit Committee will include three members appointed by the Board. The chair of the Audit Committee will also be appointed by the Board.

3.2. Members of the Audit Committee shall serve for a term of 1 year with a maximum of two consecutive terms.

3.3. The Audit Committee will meet at minimum on a quarterly basis.

3.4. In addition to guidelines set forth in in Utah Code Ann. § 53G-7-401, et al, the Audit Committee will:

3.4.1. Ensure proper controls are implemented and utilized,

3.4.2. Prescribe and supervise the methods and systems of accounting to be followed,

3.4.3. See that complete books and records of account are kept,

3.4.4. Oversee the preparation of statements of account showing the financial position of UCAS and the results of its operations,

3.4.5. Present recommendations to the Board for ensuring tax and other required financial reports are filed properly and in a timely manner as well as recommendations for employing external auditors.

#### **4. SCHOOL LAND TRUST COMMITTEE ELECTION, TERMS, AND DUTIES**

- 4.1.** The Board designates the Principal or his/her designee as the members of the UCAS School Land Trust Committee. An additional member of the UCAS staff will be appointed annually by the Principal to serve on the School Land Trust Committee.
- 4.2.** The School Land Trust Committee will include interested parents with students attending UCAS. The presidency of the committee will be selected annually by a vote of the committee membership. The presidency will serve for one year with a maximum of two consecutive terms.
- 4.3.** There is no term limit for members of the School Land Trust Committee, however, members must have a student currently attending UCAS.
  - 4.3.1.** The School Land Trust Committee is designated to make decisions about the School Land Trust funds and given the responsibility to make a school plan consistent with Section 53G-7-11.

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#### **REFERENCES**

UTAH CODE ANN. § 53G-7-11  
UTAH CODE ANN. § 53G-7-402  
UTAH CODE ANN. § 53G-7-1205

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#### **FORMS**

None

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#### **HISTORY**

**Revised – April 20, 2021.** Added clarification and updates on the duties and makeup of the audit committee.  
**Approved – June 16, 2020**

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