

THE FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE

- The Finance and Administration Committee is appointed in accordance with Section 9 of the National Crime Research Act, Chapter 62, Laws of Kenya.
- The Committee shall consist of five (5) representatives appointed by the Governing Council. Such other persons as the Committee may invite may attend meetings of the Committee and at the Chairman's discretion, participate in the deliberations but shall not have the right to vote.
- In circumstances where the voting is equal, the Chairman has a casting vote.
- The Finance and Administration Committee shall elect a Chairman and a Secretary. In the absence of the Chairman, the members present shall elect one amongst them to chair the meeting.
- The Finance and Administration Committee shall meet quarterly pursuant to Section 8(1) of the National Crime Research Act cap 62, Laws of Kenya. Additional meetings shall be held as the work of the Committee demands.
- The quorum of a meeting shall not be less than two thirds (2/3) of the Committee members.

DUTIES, POWERS AND FUNCTIONS OF THE COMMITTEE

1. The Chairman shall report the proceedings of the Finance and Administration Committee, including where appropriate, particulars of votes taken to the Governing Council.
2. The Finance and Administration Committee is to advise and report on matters related to finance and accounting and major expenditure items to the Governing Council.
3. At the end of each financial year the Finance and Administration Committee shall approve a budget for the following financial year and a budget estimate for the financial year following thereafter. A draft budget and draft estimate shall be submitted by chairman of the Finance and Administration Committee to the Governing Council.

4. The Finance and Administration Committee shall ensure proper books and records of account of income, expenditure; assets and liabilities of the centre are kept.
5. The accounts of the National Crime Research Centre shall be audited annually by Kenya National Audit Office (KNAO) through the recommendation of the Finance and Administration Committee subject to the approval of the Governing Council in accordance with section 17(3) of the National Crime Research Act Chapter 62, Laws of Kenya.
6. The Finance and Administration Committee is to advice on matters of a strategic nature and resolve matters of an operational nature related to the Finance and Administration of the National Crime Research Centre, including but not limited to, accounting, budgeting, investment of funds, sourcing of funds and the relevant agreements, human resource and ad-hoc administrative matters.
7. The Finance Administration Committee shall appointment sub-committee to deal with any matters of responsibility within the Finance and Administration Committees and who are then to make recommendations to the Finance and Administration Committees provided:
 - (i) That the sub-committee shall not have the power to act other than by resolution of the Finance and Administration Committee with specific limitations where there is an urgency or special circumstances.
 - (ii) That the Chairman of the Finance and Administration Committee shall not be the Chairperson of the sub-committee.
8. The Finance and Administration Committee may adopt the recommendations of the sub-committee subject to any amendments.
9. The Finance and Administration Committee shall consider such other administration matters as are referred to it by the Governing Council.
10. These Terms of Reference for the Finance and Administration Committee may be amended in accordance with the National Crime Research Act, Chapter 62, Laws of Kenya and incase as to their interpretation and application, the Chairman of the Finance and Administration Committee shall give a ruling.