FINANCE COMMITTEE

Purpose

The Finance committee supplies members, the church Council, and the administration with information needed to assure the financial health and well-being of the church. The Finance committee monitors the financial performance of the church (including the Endowment Fund), develops its annual budget, consults the Council on financial matters, and approves or disapproves initiatives for spending that are not represented in the annual budget. The purpose of the committee, in short, is to assure that the church is responsibly carrying out its mandate to secure financial sustainability for its activities over time.

Membership

The Finance committee consists of a chairperson and at least two members of the church who will serve as voting members on the committee. It is also served by two non-voting personnel: the church administrator and the treasurer. (The treasurer, an ex officio member of the Finance committee, is an officer of the church and has a vote at Council but does not vote in committee meetings.) Committee membership is for one year and may be renewed.

Chairperson

The term of chair is one year and may be renewed; the chair is recommended by the Resource Stewardship committee, approved by Council, and elected by church members at the annual meeting. Upon being elected, the chair populates the committee with people willing to serve for the coming year. Other duties of the chair:

- Schedules and presides over meetings.
- Takes meeting notes and distributes them to members of the committee as well as to the church administrator, who keeps a running file of all business transacted during a given year.
- Attends Council meetings and votes on behalf of the Finance committee.
- Prepares a report summarizing the activities and accomplishments of the committee over the past year, to be included in the church's annual report.

Activities and Responsibilities

- <u>Track the Financial Performance of the Church</u>: The treasurer produces the Treasurer's Report and a Balance Statement, both long and short forms, for Finance committee meetings the Monday before the Council monthly meeting. The treasurer indicates where the budget is being over- or underspent. Outstanding or concerning matters are identified and, if necessary, brought before the Council for consideration. The treasurer will produce other financial reports as needed by the committee or others responsible for managing church funds.
- <u>Develop the Annual Budget</u>: The treasurer along with the Finance committee begins preparations in August/September for the next year's annual budget. Designated members produce several drafts with input from the other committee chairs. The Finance committee prepares the budget for approval by the Council. Once the Council approves the budget, it is then modified as needed, and presented to the general membership at the annual meeting, usually in November.
- <u>Consult the Church on Financial Matters</u>: The treasurer and the Finance committee may identify needs or trends in other church financial areas, such as with its fund accounts or its endowment fund. Policies for managing or making changes to its core accounts and investments will be considered and presented to the Council and to the general membership, if needed.

- Special Considerations: There may be occasion to decide on exceptional or exigent expenditures that have not been included in the original budget. In cases where someone or a committee needs approval for an expenditure exceeding $500, the request for funding comes before the Finance committee before approval is sought through the Council. The Finance committee usually decides where this exceptional expense can be drawn given its existing resources within the current operating budget.
  The Finance Committee is the first arbiter of requests for funding from the General Memorial Fund. If the request is approved, the committee brings it to the Council for final approval.

Meetings and Procedures
The Finance Committee meets once a month.