

## **Finance Committee - Guidelines**

### **Constitutional Provision**

The Finance Committee (hereafter the 'Committee') consists of the Church Treasurer, Council Chair, Financial Secretary, an OCWM member, a Trustees member and a church member at large. The committee shall manage the financial responsibilities of the United Church of Christ in New Brighton (hereafter 'UCCNB') and advise the Council and Congregation in accordance with the UCCNB Articles of Incorporation, the UCCNB Constitution, the direction of the UCCNB Church Council and the direction of the Congregation of the UCCNB.

### **Composition of Committee**

The Treasurer, Financial Secretary and Council Chair shall be standing members of the Committee as part of their respective job descriptions; the at large member shall be appointed by the Council; and the OCWM and Trustee members shall be elected by their respective committees. The elected and appointed members shall have no limit on the number of one year May-to-May terms that they may serve upon the committee.

### **Procedures**

1. At their first meeting after being appointed, the Committee shall elect a Chair and Recorder; discuss objectives, future plans and plan a schedule for tasks and meeting times appropriate with the current goals and objectives of UCCNB.
2. The Committee shall meet as necessary to carry out the tasks described in this document and as directed by the Council.

### **Responsibilities**

1. The Committee is responsible for overseeing the financial records of UCCNB including incomes and expenses, and to communicate to the relevant persons or groups regarding these items and recommending action to a Board, Committee or to the Council; or taking appropriate and timely action when warranted.
2. The Committee shall coordinate, prepare, and present the next year's budget proposal to the Council prior to its October meeting.
  - The Committee shall ask (via Council direction) for timely budget requests and income estimates from each Board and Committee by mid September.
  - The Committee shall then collate, review, revise and present to the Council their recommended budget for review, revision and action by the Council.
  - The Committee shall propose revisions to the budget if directed by the Council or Congregation.
  - The Committee shall also take part in budget discussions at the appropriate Congregational and Council meetings.

3. The Committee has responsibility for developing the appropriate systems necessary to complete the tasks assigned to it.
4. The Committee is responsible for periodic reviews(s) of the records of the Financial Secretary and Treasurer and any other records relating to their areas of responsibility.
5. The Committee is responsible for periodic and timely communication to the Council, Boards, Committees, and Congregation regarding budget issues.
6. The Committee shall develop, maintain, educate and periodically remind the Congregation about special programs such as, but not limited to, a Planned Giving or Endowment Fund.
7. The Committee shall maintain, educate and periodically remind the Congregation about remembering UCCNB in their wills or other programs and give assistance in this area.

Revised 6/99 by Finance Committee