



**Focus Group from Council (David Lutz and Del Seitz) and Rod Houser
Presented to Council June 27, 2012**

Finance Committee

The Finance Committee consists of the Treasurer, Assistant Treasurer, a member at large chosen by Council and/or Program Commission and a representative from office staff. The office staff rep shall serve as convener of the committee. The committee meets quarterly to carry out the following responsibilities:

- Review financial reports and check budget variances
- Make budget adjustments if needed
- Review special requests
- Assist Treasurer in preparing annual budget
- Initiate annual Planned Giving solicitation
- Communicate financial goals and periodic reports to council and the congregation
- Promote stewardship of financial resources among congregation
- Meet periodically with Facility Committee to review insurance policies

Responsibilities of Treasurer:

- Assist all committees in budget preparation by providing reports of last year's expenses, year-to-date expenses, and any unusual anticipated expenses.
- Maintain bank accounts, line of credit, CMCL credit cards, and other banking business as needed.
- Borrow funds from the line of credit with authorization from the council chair.
- Pay invoices approved by the committee chairs responsible for that expense.
- Issue payroll checks to pastor and staff on basis of approved agreements.
- Prepare monthly and annual financial reports for committee chairs.
- Attend Church Council and Program Commission meetings as requested.

Responsibilities of Assistant Treasurer:

- Deposit all receipts and contributions
- Maintain all contribution records
- Issue official contribution receipts

Responsibility of Office Staff

- Office Staff assists the treasurer and assistant treasurer in carrying out the duties outlined above.