**Finance Committee**

Approved: December 11, 2024

Previously approved: July 8, 2015

**Purpose**: To manage the finances of the church.

To accomplish this purpose, the Finance Committee shall:

* Be chaired by the treasurer of the Board of Trustees.
* Hold regularly scheduled monthly meetings.
* Have at least three members, including the treasurer and assistant treasurer(s).
* Prepare and present proposed operating and capital budgets for the upcoming fiscal year to the Board of Trustees.
* Prepare and present a written annual report to the congregation.
* Prepare and present monthly financial reports to the Board of Trustees.

The Finance Committee will perform the following functions for the membership of the congregation:

* Receive annual financial pledge results from the Stewardship Committee, and budget expenditure requests from other committees and groups in preparing the proposed upcoming fiscal year budget.
* Review monthly financial reports prepared by the Treasurer, Assistant Treasurer and Bookkeeper, highlighting unusual items and trends for the Board of Trustees’ consideration and action.
* Monitor annual pledge income.
* Coordinate with committees and groups running Board of Trustees-approved fundraising activities, and provide accurate banking and record-keeping of these monies.
* Perform periodic internal audits, including the findings in reports as applicable.
* Provide compliance oversight and review of all required State and Federal corporate and tax payments and filings, as well as all required employment hiring documentation.