

## **Finance Committee Responsibilities** **Revised December 2007**

The responsibilities of the Finance Committee are as follows. The Chair of the committee will lead and facilitate these tasks:

1. Oversee Congregation's annual budget.
  - a. Educate committee chairs about the timeline and requirements for committee budget requests.
  - b. Prepare congregational annual budget. This may include negotiation with committee chairs and staff.
  - c. Present budget at the Congregation's Annual Meeting.
  - d. Monitor annual budget in conjunction with Treasurer, at least quarterly.
  - e. In coordination with the Board and Office Manager, prepare the timelines in May for the following year's budget and canvass efforts.
2. Conduct long-range financial planning.
3. Oversight of the following:
  - a. Treasurer
  - b. Canvass Committee
  - c. Auction Committee
  - d. Endowment
  - e. Concert Series

Oversight is to include soliciting feedback from former year's chair of each sub-committee listed above and timely communication with current year's sub-committee chairs to communicate timelines and any special concerns.

4. Prepare Annual Report.
5. Review requests for 'special funds,' fundraisers and special expenditures. Make recommendations to the Board concerning these requests.
6. Develop and implement policies and procedures for banking, bookkeeping, audit and finance functions in conjunction with congregational Treasurer.