

FINANCE COMMITTEE

MISSION STATEMENT: To prayerfully plan, present, maintain and promote the church annual budget and financial affairs in a fiscally responsible manner.

OBJECTIVE: To prepare an annual budget and monitor all financial activities of the church.

COMMITTEE STRUCTURE: Five (5) members, enlisted by the Committee on Committees, voted on by the church, to serve a three (3) year term, working under the direction of the committee chair. Chairman has the additional responsibility of serving on Church Council. The Ministerial Staff and the Financial Secretary serve as Ex-Officio members and are advisors/consultants without voting privileges.

TASKS: (All tasks are to conform to FBCJ Bylaws.)

- Plan the annual church budget:
 1. By reviewing yearly financial receipts, analyzing current budget strengths and weaknesses.
 2. By taking into consideration the detailed budget requests prepared and submitted, in writing, by service organizations, individuals and church committees.
 3. Present to the church for approval at the December business meeting.
- Work in conjunction with the pastor to annually review the Financial Secretary job description and performance.
- Administer church spending to be in compliance with the adopted budget.
- Review the monthly financial report and submit the report to the church at the monthly business meeting.
- Review requests for non- budgeted financial expenditures and budget revisions and report to the church as necessary.
- Periodically review bills, invoices and other documents that pertain to the payment of church purchases and expenses, to ensure accuracy, consistent reporting and compliance with church policy.
- When needed, recommend to the trustees of the church to engage the services of an audit professional to conduct either an opinion audit or some lesser agreed upon procedure review of the financial records of the church.
- Advise the church on financial undertakings as to soundness and effect on financial structure, budget compliance and credit standing of the church.

- Develop and promote a program of Christian stewardship that will encourage scriptural giving.
- Inform the church of extraordinary financial activities (gifts and or contributions, unanticipated expenses or receipts, timely financial reporting on large scale projects or programs, etc.)
- Utilizing sound financial principles and Christian stewardship ideals, the Committee has the authority to manage checking, savings and loan accounts for the church.
- Determine at the first meeting of the year, those authorized to sign checks for all church accounts. The roster is limited to four (4) individuals to include: the Finance Committee Chairperson, the Finance Secretary and two (2) other designees assigned by the Finance Committee.
- Review annually all procedures related to handling monies of the church. These include: counting, collections, special offerings, school tuitions and any other projects that involve money.
- Review annually documentation for all employees that are bonded and /or insured to ascertain current and appropriate standings.
- Review and approve any special project that is stewardship in nature.
- Review the December financial statement, which will give the end of year report, in January of the New Year.

Date Revised: 5/06/16

Date Voted: 6/22/16