

FINANCE COMMITTEE CHARTER  
(Effective Date: November 1996)

I. NAME OF COMMITTEE: Finance Committee

II. GUIDING RATIONALE: Proper management of our finances makes possible the maintenance of our physical facilities, the successful operation of our church programs, and financial support for our interests in the neighboring, national and world communities.

III. PURPOSE OF THE COMMITTEE: Responsible for the proper management and accounting of our financial resources.

IV. MEMBERSHIP, APPOINTMENTS, AND TERMS OF SERVICE:

The committee will consist of 8 to 12 regular members in addition to the Vice President for Finance and the Minister, who are non-voting, ex officio members. These members consist of:

- A. The Church Treasurer, nominated by the Vice President for Finance and approved by the Board of Trustees
- B. The Finance Committee Chair, nominated by the Vice President for Finance and approved by the Board of Trustees
- C. The Church Collector and Assistant Collectors, nominated by the Vice President for Finance and approved by the Board of Trustees
- D. The Church Associate and Assistant Treasurers, nominated by the Vice President for Finance and approved by the Board of Trustees
- E. Liaison from the Resource Development Steering Committee, nominated by that committee and approved by the Vice President for Finance
- F. Other members nominated by the Finance Committee Chair and approved by the Vice President for Finance:
  1. Committee Secretary
  2. General members

All committee members must be members of UUCSS.

Terms of Service: Committee membership will be two years, with reappointment allowed. In the process of searching for new committee members, the Chair will consult with the Volunteer Placement Committee.

V. FREQUENCY OF MEETINGS: The committee will normally meet monthly, and have a minimum of ten meetings during each year.

VI. SPECIFIC TASKS AND REPORTING SCHEDULE:

- A. Be responsible for all aspects of financial management of church assets and liabilities. This includes that of income, collections, disbursements, bank accounts, loans, mortgages, investments, payrolls and associated deductions, tax payments and documentation, bookkeeping, record keeping, cost projections, auditing, budget preparations, and reporting.
- B. Generate monthly financial reports for the Board of Trustees.
- C. In consultation with the Program Coordinating Council, the Resource Development Steering Committee, and the Planning Committee, prepare a proposed annual budget for approval by the Board of Trustees and then by the Congregation at its annual meeting.
- D. Through the Vice President for Finance, promptly advise the Board of Trustees of any situation requiring its attention.
- E. Provide financial reports to lenders as required.

VII. RESOURCES

- A. The Congregational Handbook, UUA, available in the church office.
- B. Church Constitution and Policies.