

## **Finance Committee CAR Document**

Approved 2014-05-01

### **Charge**

The Finance Committee is charged with monitoring, directing, and communicating all financial aspects of the operation of the Unitarian Universalist Church of the North Hills (UUCNH). The committee will work closely with the Treasurer to fulfill this charge.

### **Authority**

The Finance Committee is authorized to prepare proposed annual operating budgets, which must be approved by the Board of Trustees and the congregation.

The board controls all aspects of church finances, but it delegates to the Finance Committee the authority and responsibility to handle details of financial arrangements, including:

- Opening/closing bank accounts (requires Treasurer/President signatures).
- Paying bills and collecting revenues.
- Monitoring income, expenses, and investments.
- Tracking member pledges and issuing member pledge statements through the office of the Treasurer.
- Without changing the general investment policy approved by the Board, working with our financial advisors to direct the allocation of investment funds.
- Periodic reviewing of the church's insurance documents in consultation with the appropriate office staff and committees.

### **Responsibilities**

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc., for which the Finance Committee is specifically responsible.
- 2) Maintain a relationship with and provide a monthly update to the committee's Board Liaison.
- 3) Develop a proposed budget based on input from other groups, the Minister, and the Board as part of the annual church budgeting process.
- 4) Submit a report on the committee's activities for inclusion in the UUCNH annual report to the congregation.