

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.5.3

FINANCE COMMITTEE

4/19/2016

Purpose:

The purpose of the Finance Committee shall be to provide oversight of the financial policies and activities of the WBC, and to develop within the Congregation recognition of God's ownership of all resources, with the objective of promoting an understanding of the true meaning of Christian stewardship.

Responsibilities:

- Work with the Treasurer to ensure that appropriate financial policies and procedures are in place.
- At least quarterly, meet with the Treasurer to review actual income and expenses against the budget to assure that all financial needs of the WBC are being met.
- Support the Audit Committee as needed when conducting yearly audits.
- Approve all fund raising campaigns carried out within the Congregation.
- Provide stewardship education emphasizing the tithe and proportionate giving.
- Provide oversight/direction through use of specific committees for any special memorial or honorary gifts offered/made to the WBC.
- Establish and publish a timeline designed to obtain budget requests for the next fiscal year from all committees for consolidation and presentation of a proposed operating budget to the Board of Trustees.
- In January of each year review the Major Maintenance/Replacement Fund with the Property Committee Chair and report to the Trustees the status of the fund and funding recommendation.

Administrative:

- The Chair for the Finance Committee is elected annually by the WBC membership in accordance with the procedures in article 6.5 of the WBC By-Laws.
- Other Finance Committee members are added at the discretion of the Chair of the Finance Committee. If not elected Chair of the committee, the Treasurer will serve as an ex-officio member.
- The Pastor and Chair of the Board of Trustees will serve as ex-officio members.
- Bring any committee policy, procedural, financial, or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities, or events.

Related Documents in Organization and Procedures Manual:

[2.2 By-Laws Article 6: Board of Trustees](#)

Related Documents in Committee Policies and Procedures Manual:

[9.1 Major Maintenance/ Replacement Fund](#)

[9.2 Policy for Recording Special Gifts, Donations or Contributions](#)

[9.3 Policy for Termination of Specific Donor Restricted Funds](#)