

Finance Operating Policy

Policy Adopted: March 2, 2016, Updated September 2017

Finance Committee:

Wesley UMC will maintain a finance committee that is accountable to the charge conference and to the administrative board when the charge conference is not in session. The responsibilities of the finance committee will be as stated in this policy.

The finance committee will be composed of the following members

- A chairperson who plans and conducts meeting
- A Wesley UMC Pastor;
- A lay member of the annual conference;
- The chairperson of the administrative board or a member of the administrative board designated by the chairperson;
- The chairperson of the SPRC or a member of the SPRC designated by the chairperson;
- The chairperson of the Board of Trustees or a trustee designated by the chairperson;
- The chairperson of stewardship;
- The financial secretary;
- The treasurer
- Such additional members as may be nominated and elected by the annual church conference.

Any paid employees of Wesley UMC who are members of the finance committee shall be non-voting members. Membership of the Finance Committee shall be limited to no more than two consecutive terms. The members of the finance committee will be elected annually by the annual church conference. The lay leadership committee will propose nominees to the finance committee and additional nominees may be proposed from the floor of the annual church conference.

The duties of the Finance Committee are to:

- Recommend to the administrative board appropriate depositories for the church's funds;
- Work with the finance secretary to see that funds received are deposited promptly in deposit accounts maintained in the name of Wesley UMC at the depositories approved by the administrative board;
- Assist the senior pastor in the development of a proposed annual budget for presentation to the administrative board for approval each year, by no later than December first of each year;
- With the assistance of the treasurer, Monitor the annual budget approved by the administrative board;

- With assistance of the treasurer, make regular reports to the administrative board, not less often than monthly, regarding budgeted income and expenses; by the third Wednesday of the month.

- Recommend to the administrative board for its approval, changes in the budget that the finance committee determines to be necessary after the budget has been approved;

- Recruit a stewardship chairperson and supervise and assist the stewardship committee, as needed, on the development and execution of an annual stewardship emphasis;

- Supervise the responsible handling of Wesley UMC funds by ensuring that the bookkeeper, financial secretary and treasurer fulfill their duties:

- *Recruit and supervise a team of individuals to count offerings received at each worship service, with each team consisting of two individuals not related by blood or legal contract and who shall not be related to the financial secretary or treasurer.

- *Reconcile all reports monthly and process any adjustments or documentation needed**

- *Prepare the budget for approval by the governing body**

- *Arrange for annual audit/review and reports for the Charge Conference**

- *Answer questions and requests that arise regarding financial procedures or needs**

- *Take responsibility for financial communications and related stewardship activities including coordination of special offerings**

- and mission/fundraising projects**

- *Abide by all policies recommended by this committee and approved by the Administrative Board**

- Will establish written financial policies to document the internal controls of Wesley UMC, after consultation with the treasurer and the audit committee to conduct the annual audit. These policies will be submitted on an annual basis to the administrative board for review and voted on for inclusion into the Wesley United Methodist Church Policy Manual.

- Make provision for an annual audit of the financial statements of Wesley United Methodist Church and all its organizations and accounts. An audit is defined as an evaluation of the financial reports and records and the internal controls of Wesley United Methodist Church by an audit committee composed of persons unrelated to the treasurer, financial secretary, a staff member or immediate family of a pastor or staff member; or by an independent certified public accounting firm, or equivalent. The audit will be conducted for the purpose of reason verifying the reliability of financial reporting, determining whether assets are being safeguarded, and

determining compliance with local law, Wesley United Methodist Church policies and procedures, and the Book of Discipline.

- Make a full and complete audit report to the annual church conference.

Stewardship Chairperson and duties:

The finance committee, with the assistance of the Lay Leadership Committee, will select a stewardship chairperson annually.

The stewardship chairperson will have the following duties:

- Recruit a stewardship committee.
- Develop and execute an annual stewardship emphasis, in consultation with the finance committee and administrative board.

Finance Officers and their Duties:

The finance officers of Wesley UMC will consist of:

- A financial secretary; and
- A treasurer.

Both are volunteer positions of 2 hours a week

The positions of treasurer and financial secretary may not be combined and held by one person. The persons holding these two positions may not be members of the same family (such as spouse, parent, or child). The finance committee will ensure that the treasurer is adequately bonded.

Duties of the Financial Secretary are to:

- Recruit and supervise the individuals (not related by blood or legal contract) to count the offerings and make any necessary supervisory reports to the finance committee

*The counting teams will give a written record of all funds received to the financial secretary in accordance with procedures established by the finance committee and finance secretary.

- Within 2 business days, deposit all cash, checks and other funds received by Wesley UMC into deposit accounts titled in the name of Wesley UMC including offerings, proceeds of fund raisers, and distributions of income and principal received from the Wesley UMC Endowment funds.
- Keep records of all offerings and other funds received and deposited using the record keeping system selected by the finance committee
- Provide periodic reports (not less often than quarterly) to donors of offerings made to Wesley UMC.

***Report all income to the bookkeeper**

***Review all income reports from the bookkeeper**

***Attend Finance Committee meetings**

***Work with the pastor to fulfill responsibilities to steward donor information (Book of Discipline)**

***Abide by all policies approved by the Ad Board including providing quarterly reports and giving statements**

An assistant Financial Secretary should be thoroughly trained and able to fulfill these duties if necessary

Duties of the Treasurer are to:

*** Review the bookkeeper's records ensuring accuracy of revenue submissions**

*** Approve and sign all checks prepared by the bookkeeper**

*** Process any non-budgeted transactions approved by the Finance Committee/governing body**

*** Present the bookkeeper's budget report and balance sheet to the Finance Committee for**

approval

*** Distribute this report and balance sheet to: the Church Office, Ad Board Chair, SPRC chair and the Trustee's Chair**

*** Attend Finance Committee meetings**

● Review invoices billed to Wesley UMC and reimbursement requests made to Wesley UMC by volunteers and employees;

● Remit each month to the conference treasurer all World Service and conference benevolence funds then on hand, and ensure that contributions to benevolences shall not be used for any cause other than that to which they have been given;

● Ensure that contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose;

● Review all such payments and remittances

● Make regular and detailed reports, not less often than monthly, on funds received and expended to the chairpersons of the administrative board, finance committee, SPRC and Trustees, and to the pastor(s).

*** Abide by all policies approved by Ad Board**

An Assistant Treasurer should be thoroughly trained and able to fulfill these duties if necessary

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