

Book                      Poplar Springs Baptist Church Policy Manual

Section                    1000 Organization and Structure

Title                        Finance Committee

Number                    1440

Authority                 Article IX of the Church By-Laws

Adopted                  April 6, 2008  
Function 8 amended May 15, 2015

Purpose:                    Administration/Policy Making

Functions:

1. Prepare the annual budget for church approval.
2. Select the Financial Institutions to handle the church monies and other financial accounts to insure availability and access.
3. Approve all special offerings and designated gifts.
4. Make recommendations to the church for any changes needed in the church approved budget during the fiscal year, and for any other matters concerning the church's financial well being.
5. Provide regular financial reports and statements to the church at the Regular Church Conferences.
6. Select Software and accounting systems for managing the church's finances.
7. Provide training for the Office Manager/Bookkeeper and for the Treasurer in the operation of the selected software and accounting systems.
8. Utilize the Nominating Committee report to identify persons designated as committee or organization heads who are authorized by the church to request distribution of funds per church budget allocations.
9. Oversee the church Office Manager/Bookkeeper and any assistants.
10. Countersign all checks issued by the church-(done by the chairman or other members of the committee authorized to sign church checks).
11. Conduct or arrange for an annual audit of the church's financial records, of the type and nature the committee deems necessary.
12. The chairman of the Finance Committee will serve on the Church Council.

13. The Chairman may not currently be serving as Chair of either the Personnel Committee or the Deacons. (Policy 1500)