

Book:	Poplar Springs Baptist Church Policy Manual
Section	4000 Financial Policies
Title	Finance Officers
Number	4100
Authority	Article VII of the Church Bylaws
Adopted	April 13, 2025

The handling of all church financial matters shall be divided among the following individuals or groups:

A. The Ushers shall:

1. Collect the offering during the worship service.
2. At least two ushers shall deposit the collection in the office safe.

B. The Finance Committee

1. Members serve 3-year rotating terms.
2. Specific duties of the Finance Committee shall be identified in a separate policy.

C. The Treasurer and Assistant Treasurer shall be a paid staff member with the following duties and responsibilities.

1. The Treasurer and Assistant Treasurer shall report to the Personnel Committee with oversight by the Finance Committee.
2. The Treasure shall, in the presence of the Assistant Treasurer or additional staff member, open the office safe, remove the contents, open all individual contributions envelopes, and verify the amount of contributions for each envelope.
3. Weekly Duties:
 - a. Count weekly offerings
 - b. Give each contributor credit for donation
 - c. Countersign all checks issued by the church
 - d. Check and approve all bank deposits
 - e. Check and approve the bank statements that have been reconciled
 - f. Post invoices into church approved software

- g. Enter contributions into church approved software
 - h. Complete deposits and take to the bank
 - i. Complete financial report for the newsletter
 - j. Cut checks and contact approved Finance Committee members to sign checks
 - k. Back up all records
4. Wednesday Night Duties:
- a. Keep correct change in the money box.
 - b. Count and deposit money.
 - c. Post to church approved software
5. Monthly Duties:
- a. Distribute payroll checks.
 - b. Pay NC withholding tax that is due by the 10th
 - c. Pay Federal 941 tax withholding that is due by the 12th
 - d. Pay Property Upkeep
 - e. Pay mission payments approve by the church
 - f. Pay all full-time staff mileage, health insurance, cell phone, and retirement invoices and reimbursements
 - g. Re-index drives on church approved software at the end of each month
 - h. Reconcile all bank statements
 - i. Make folders for new month's records
 - j. Print financial reports for all meetings
6. Quarterly Duties:
- a. Complete and file by mail the Federal 941 quarterly report that is due by the 20th of the month that follows the close of the quarter.
 - b. Calculate and post Certificate of Deposit to spreadsheet and church approved software.
7. Annual duties:
- a. File state and federal taxes
 - b. Complete member contribution statements
 - c. Manage historical files and destroy as required
 - d. Purchase W-2, W-3, 1099, and 1096 forms.

- e. Fill out W-2, W-3, 1099, and 1096 forms.
 - f. Post new church year budget in church approved software.
8. Miscellaneous Duties:
- a. Keep records, make deposits and payments for adult choir retreats, handbell retreats, Caswell retreats, mission trips, and other church organizations.
 - b. Oversee debit card purchases.
 - c. Serve as a resource to the Finance Committee as requested.
 - d. Serve as a member of the Church Council.
 - e. The Assistant Treasurer shall have all the duties, powers, and responsibilities of the Treasurer in the absence or incapacity of the Treasurer.

This policy may not be amended, rescinded, or repealed without a notice of at least two weeks to the membership of the church. Additionally, the minimum vote necessary to amend, rescind, or repeal this policy is 60% of those church members present and voting.