

St. Martha's Episcopal Church

Finance Committee Policy

It is the policy of St. Martha's Episcopal Church to establish a Finance Committee, as follows:

1. Membership

- a. The Chair of the Finance Committee shall be elected to a one-year term at the December Vestry Meeting each year. Individuals may serve consecutive terms.
- b. In addition to the Chair of the Finance Committee, members of the Finance Committee shall include the Treasurer, the Assistant Treasurer, the Deposit Coordinators, the Senior Warden, the Chair of the Endowment Fund Committee, and at least one additional serving member from the Vestry.

2. Duties and Responsibilities

- a. The Finance Committee prepares and reviews the policies and procedures for conducting the Church's financial affairs. These documents are sent to the Vestry for comment and approval as required.
- b. The Finance Committee shall prepare an Annual Operating Budget, and recommend the Budget to the Vestry for approval. To prepare the budget, the Committee seeks input from the various committees/groups in order to meet the physical needs and the program requirements of the Church.
- c. The Committee meets each month during the year to review the financial reports and makes recommendations to the Vestry regarding the Church's income and expenses. In July each year, the Committee conducts an in-depth review of the Operating Budget for the first half of the year, and makes suggestions to the Vestry for any changes.
- d. The Committee schedules an annual financial review of the Church's financial records. Various documents are collected from the Treasurer and others, and provided to the reviewers. A list of typical documents collected for the financial review is attached. Results of the financial review are analyzed by the Committee in coordination with the reviewers. The Committee provides the financial review written report to the Vestry, along with recommendations as necessary. As required by diocesan canon, the written report is submitted to the diocesan office.
- e. The Committee prepares and maintains a Financial Planning Calendar, which directs monthly finance-related tasks to be performed during the year.
- f. The Committee is responsible for soliciting contract proposals for bookkeeping services and audits (as required), and submits proposed contracts to the Vestry for approval.
- g. The Committee is authorized by the Vestry to interact with the bookkeeper to produce monthly, quarterly, and yearly financial reports from the bookkeeping database, as well as other financial reports as may be required.
- h. One member of the Finance Committee who is a serving member of the Vestry shall be designated as the Finance Committee Representative to the Vestry. It shall be the Finance Committee Representative's

duty to transmit Finance Committee proposals and recommendations to the Vestry, and report Vestry direction and policy to the Finance Committee.

i. The Finance Committee shall be responsible for providing payroll and benefits information yearly to the Diocese of Delaware in order for the Diocese to conduct payroll processing. Any changes to payroll or benefits during the year shall be communicated by the Finance Committee to the Diocese.

j. The Finance Committee shall be responsible for updating the lists of persons authorized to access accounts at corresponding banks, particularly PNC Bank and SunTrust Bank.

l. The Finance Committee shall make recommendations to the Vestry for individuals to serve as Treasurer and Assistant Treasurer.

Approved by Vestry _____

ST. MARTHA'S FINANCIAL REVIEW DOCUMENTATION

PROVIDER

DOCUMENTS

- | | |
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| Vestry
Secretary | a. Copies of Signed Minutes of all Vestry Meetings |
| Bookkeeper | a. Monthly Financial Reports -- Account Balances, Plate & Pledge, Restricted Account, Operating Budget vs Actual, Mission Budget vs Actuals
b. Copies of all PNC Bank Statements -- December of preceding year through & including January of succeeding year -- Operating, Restricted, Mission & Discretionary Accounts
c. Copies of PNC reconciliation reports for all Bank Statements |
| Treasurer or
Assistant
Treasurer | a. Copies of original invoices relating to items that were paid for in the review year, chronological by month
b. Copies of payment confirmations for payments executed by PNC Bank
c. Records of Debit Card transactions chronological by month
d. List of all automatic payments and automatic transfers regarding PNC Bank accounts
e. Records of all transfers among PNC Bank accounts
f. Copies of monthly Statements from SunTrust Bank Accounts owned by St. Martha's and held for the benefit of St. Martha's
g. Copies of material supporting all deposit & withdrawal transactions regarding SunTrust Accounts owned by St. Martha's
h. Copies of 1099's issued for review year
i. Copies of all completed W-4 Forms -- Not just for review year
j. List of Regularly Occurring Expenses as Approved by the Vestry
k. List of signatories for each PNC Bank account and SunTrust Bank account
l. Copies of Quarterly Payroll Reports from ADP |
| Finance
Committee
Chairman | a. Financial Review report from previous year, together with reviewer's recommendations & Finance Committee's Response document
b. Copies of the Finance Committee Meeting Notes with Agendas
c. End of Year Report showing Actual vs Budget & Succeeding Year Budget
d. Copy of Financial page of Parochial Report with attached Worksheet |

- Deposit Coordinators
 - a. Copies of all Deposit Breakdown Sheets
 - b. Evidence the parish is sending out semi-annual & annual contribution statements to those giving more than \$250

- Administrative Assistant
 - a. Copies of St. Martha's Current By-Laws
 - b. Copies of Building Use Agreements for review year