

# FINANCE COMMITTEE

# FINANCE COMMITTEE

---

- A finance committee must have from 4 to 7 members. Committee members should be business-oriented and willing to donate at least 2 hours monthly. Besides overseeing the church's financial operations, the committee recommends long-term viable fiscal plans.
- Summary of duties include, but are not limited to:
  - Ensure sound financial policies and procedures are in place.
  - Monthly review of the financial reports for accountability.
  - Assist in budget preparation.

# FINANCE COMMITTEE

---

- Brainstorm ways to keep the church functioning financially well. These may include:
  - Develop an emergency fund for unexpected hardships
  - Savings for projects and building maintenance
  - Oversee the cash reserve to reach 3-6 months of expenses
  - Oversee the sound management of church funds to be placed in the best interest-bearing accounts (SURF, Investments)
  - Oversee the financials to accelerate debt elimination.

# CHURCH CHECKS

THE ABC'S OF  
CHURCH CHECKS



# THE ABC'S OF CHURCH CHECKS

---

A. Treasurers should never sign checks made out to themselves or any household or immediate family member. If you need reimbursement, you can write the check, but one of the other signers on the account should sign it for you. You can show them the completed check request form with the receipt as documentation.

- Minimize the number of checks to be written to the treasurer.

# THE ABC'S OF CHURCH CHECKS

---

- B. Checks should never be signed and/or given out to anyone when the payee line is blank. Only in ***unusual*** circumstances should a check be signed before the amount is filled in.
- Voided checks must be filed in the corresponding monthly folder in the correct sequence location.

# THE ABC'S OF CHURCH CHECKS

---

- C. No pastor nor any member of his family may be signers on any church bank account.
- Pastors may not have a debit card with full access to the church funds. Instead, if necessary, provide a credit card with a set limit for the pastor's use. The card must be reconciled each month and match with the corresponding expenses receipts.