

DATE ADOPTED BY THE BOARD: 3.17.2015

POLICY SET IV. Management

POLICY NUMBER: IV.E.1

POLICY NAME: Care for Financial Resources. Administry Finance Team

IV.E.1. Administry Finance Team

A. Administry Finance Team assists the Administry Leader in carrying out financial responsibilities as described in Policies IV.E.2-4

B. Administry Finance Team shall:

1. consist of staff and volunteers selected by the Administry leader.
2. assist in developing finance policies and procedures. These shall include but not be limited to the handling of receipts, access to cash and bank balances, approval of expenditures, payment of invoices and other obligations, and management of invested funds.
3. ensure that a current roster of the pledging units and their pledges and contributions, and other donors and their contributions is maintained. All records regarding contributions shall be kept confidential to the Administry Finance Team. All donors shall receive a record of their contributions.
4. assist the Administry Leader in performing the day to day financial management for the congregation.
5. ensure to the degree that it is practicable, the functions of record keeping, bank reconciliation, and cash disbursements shall be under the control of unrelated persons.
6. provide information for an annual audit.