

COMMITTEE NAME:	FINANCE SUPPORT
Chairperson:	Kathy Garner 847-636-0281 krueger3663@comcast.net
General committee information:	The FINANCE SUPPORT committee is responsible for reporting & monitoring the income and expenses of the church, preparing budgets, maintaining records of financial transactions, and contributions. The Treasurer and Financial Secretary are on the Support Committee and they oversee the bookkeeper.
Areas where we need the most help:	Auditors
Want to start getting involved but are not sure where to start?	Consider signing up for: Committee member to learn more about the finances of the church. You can be on the committee without having any particular tasks assigned that you will need to do on on-going basis. No experience needed.
Want to sign up for a job that you can do on your own time schedule?	Consider signing up for: Phone calling during fall stewardship drive.
TASKS	DESCRIPTION OF TASK FREQUENCY/TIME COMMITMENT/SKILL REQUIRED
Committee member	Attend meetings on the first Tuesday of each month. Review and verify the month financial reports; assist with preparation of the budget;
Accounting/Auditing	Be part of 3-person audit team that meets during the spring/summer to audit the financial records for the previous year, noting any discrepancies found and providing recommendations for improvements in procedures. The current plan is to have 2 returning members and one new member each year so someone new is always learning the process.
Count offering (Sunday)	Counters work as a 2-person team; they count on Sunday after the last service. They are responsible for counting all the income and allocating to the appropriate funds of the church and then depositing the money at the bank. We currently have 5 teams that rotate thru the year with each team counting about once a month. A schedule for the whole year is distributed in late December for the next year.
Financial Secretary	This position is currently shared by two people; the Financial secretary is responsible for accurately recording all contributions and other income of the church. Produces contribution statements on a periodic basis, provides reports/information on giving patterns, assigns and distributes offering envelopes, maintains Simply Giving records; assists bookkeeper when there are questions about income. Financial secretary is appointed by the Council but is not an officer of the church.
Church Treasurer	The Treasurer controls the outflow of money from the church; monitors the accounts to assure there is enough money in checking account to cover bills and is responsible for overseeing the payment of all bills of the church. He interacts with the bookkeeper in producing the payments and distributing the payments to the correct G/L accounts. Pays some bills online and provides amounts to bookkeeper for entering into G/L. Treasurer is the interface person with Harris Bank and other accounts held by the church. Treasurer is selected by the Council and is an officer of the church.
Financial Planning/budgeting	Finance Support committee is responsible for preparing a budget of expected income and expenses for the new year which is then presented to Council and then the congregation for approval. People with background in financial planning would be very useful in the Support committee but is not necessary.
Stewardship committee liaison	The Year-round Stewardship Committee liaison would be someone on the support committee who is familiar with the financial position of the church and could assist the Stewardship committee with presenting information to the congregation on the financial needs of the church.