

Dorchester Presbyterian Church
Finance Committee Responsibilities
Session Approved: February 20, 2018

1. Make regular reports to the Session and congregation regarding the financial condition of the church.
2. Work with the Session and the GSS Board concerning the budget, financial goals, and financial responsibilities.
3. Arrange for the counting, depositing, and posting to individual giving records of tithes and offerings.
4. Provide a member of the Finance Committee to serve as the Treasurer for the GSS Board of Directors.
5. Make monthly and annual financial reports to the Session and GSS.
6. Update and maintain the church and GSS financial policies and procedures manuals.
7. Make policy recommendations regarding the acceptance and acknowledgement of Memorial gifts.
8. Make policy recommendations concerning activities used as fundraisers for church programs.
9. Make recommendations concerning policies and fees in regard to the rental of church property.
10. Receive and review financial reports from all congregational organizations which maintain bank accounts. This includes having access to records of all financial transactions which might be necessary to conduct such review.
11. Prepare the annual church budget in cooperation with the other committees of the Session for submission to the full Session.
12. Make recommendations concerning the financial aspects of any special campaigns, building or improvement programs.
13. Supervise the work of the church Financial Administrator.
14. Arrange for annual financial audits of the church and GSS books according to the guidelines in the Book of Order.
15. Make annual recommendations (or more often as needed) to the Session concerning signatories for church and GSS accounts.
16. Make recommendations to the Session concerning revisions of the committee's areas of responsibility to be reflected as standard operating procedure in the church manual.