

Finance Committee Charter

March 25, 2024

The Board of Trustees of UUCDC charters the formation of a Finance Committee. The Finance Committee will hold the responsibility and authority to monitor and advise the Board of Trustees on the fiscal health, financial operations, and the stewardship of the church. The Finance Committee will make decisions that are resonant with Unitarian Universalist values and the church's stated vision and mission. The Finance Committee will be accountable to the Board of Trustees.

The Finance Committee will consist of 6 voting members, including the Treasurer, Finance Committee Chair, Endowment Committee Representative, Stewardship Committee Representative, and 2 additional lay-leaders. All voting members must be members in good standing of UUCDC.

Finance Committee Chair

The Finance Committee Chair will be nominated by the Board of Trustees and elected by the congregation to a 2 year term. The Finance Committee Chair is a voting member of the Finance Committee. The Finance Committee Chair may be removed from the position at any time by a vote of the Board of Trustees.

Treasurer

The Board of Trustees Treasurer is a voting member of the Finance Committee. The term and election procedure for the Treasurer is set in the by-laws.

Minister

The Minister is an ex-officio member of the Finance Committee.

Endowment & Stewardship Committee Representatives

The Endowment and Stewardship Committees will appoint a representative to the Finance Committee. Each representative will be a voting member of the Committee.

Additional Members

The Board Appointed Members of the Finance Committee are voting members who are to be experienced lay-leaders of the congregation, jointly nominated by the Treasurer and the Finance Committee Chair. They serve alternating 2 year terms, and can be re-appointed to one additional 2 year term.

Administrative Staff

The Church Administrator will be non-voting staff support to the Finance Committee.

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Roles & Responsibilities:

Finance Committee Chair	Run the Finance Committee, ensure timely decisions for finance related matters are made, provide monthly financial reports to the Committee, collaborate with Minister in creating annual budget, monitor overall health of the church financial operations (expenses), endorse expenses checks / payments for vendors, perform part of book keeping activities including reconciliation of the accounts in QB, monitor cash flows and expenses.
UUCDC Treasurer	Responsible for overall church financial health. Liaison with the Board, present monthly financial updates to the Board, ensure Board decisions & inputs for finance related matters when needed are in a timely manner.
Endowment Representative	Responsible for the operation of the Endowment, provide input to church financial needs & decisions.
Stewardship Representative	Maximize church income through annual fund drive, auction and other fundraising activities; manage fundraising budget and expenses; ensure healthy processes for member contribution and check depositing process; provide inputs to annual budget, and to general church financial needs & decisions.
Minister	Responsible for church staffing and staff compensation decisions / budgets; monitor staff hours and expenses against budget.
Church Administrator	<p>Perform bookkeeping responsibilities including paying bills through QB, classify expenses (e.g., church credit cards) in QB, support reimbursement process, gather and record pledge checks for Depositing Treasurer, monitor income deposit process (checks & Breeze);</p> <p>Provide oversight for Church operations costs (as defined by church supplies, church tech costs, printing and telephone etc.); ensure proper budgeting and management of ongoing expenses;</p> <p>Provide inputs to annual budget, and to general church financial needs & decisions</p>
Depositing Treasurer	See Addendum

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Decisions

Decisions of the Finance Committee will be by consensus. If consensus cannot be reached, the Finance Committee Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. Decisions taken by the Finance Committee will be communicated to the Board of Trustees and the Congregation by the Treasurer.

Authority and Responsibility

The Board of Trustees delegates the following authority and responsibility to the Finance Committee:

- To monitor the fiscal health of the congregation at a monthly meeting, including but not limited to all reports from the church's contracted accounting service. The Finance Committee, through the Treasurer, will regularly report to the Board of Trustees on the fiscal health of the congregation.
- To approve an annual budget for each fiscal year, to be approved by the Board of Trustees and submitted for congregational approval at the Annual Meeting.
- To review all over-budget and off-budget expenditure proposals and provide guidance to the Board of Trustees as to the feasibility of said expenditures. The Finance Committee has the authority to decide what account, fund, or line-item such expenditures are drawn from.
- To ensure that the financial accounts of the church are balanced and well maintained. This includes but is not limited to advising the church's accounting service and the office manager on how to maintain the accounts. The Finance Committee and the Treasurer share responsibility for maintaining proper banking accounts and savings tools. The Finance Committee will produce and maintain proper procedures for church bookkeeping.

Accountability

- The Treasurer will provide a dashboard and detailed report to the Board of Trustees' consent agenda or agenda monthly.
- The Finance Committee will provide an annual report to the Congregation at the Annual Meetings.
- The Finance Committee is accountable to all decisions of the Congregation at the Congregational Meeting.
- The Finance Committee will maintain a dedicated folder with 1) monthly financial reports; 2) an issues log for ongoing discussion; 3) minutes of monthly meetings to track financial decisions. Only the Board and the Finance Committee members shall have access to the folder.
- The Finance Committee is accountable to all policy approved by the Board of Trustees.
- The Finance Committee is accountable to all direction of the Board of Trustees.
- The Finance Committee will produce and maintain all necessary procedures to fulfill these responsibilities.

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Adoption of the Charter

Reviewed by the Committee on 4/15/2024 by Jing Wang
[Date] Finance Chair

Reviewed by the Board on 4/15/2024 by Marilyn Huff
[Date] Board President

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Depositing Treasurer – DT
Church Administrator – CA
Bookkeeper – BK

- Income Cash/Checks
 - Collect cash and create a Green Form – CA
 - Compile checks received – CA
 - Review checks for the account to be deposited - CA
 - Contact donors if money received isn't allowed - CA
 - Need link to policy about donations Donors are able to donate directly to funds *Pledges, Plate Cash, Ministers Discretionary Fund, YUUCKIs, Adopt A Family, Memorial Garden (In Memory Of), Endowment, General Reserves, Capital Campaign*
 - Create a deposit each week regardless of the amount of income received - CA
 - Copy/Scan all checks and deposit slip – CA
 - Notifies or emails DT weekly whether there is a deposit or not - CA
 - Bank
 - Make the deposit at the bank – CA / DT ?
 - Bookkeeping
 - Inputs the deposit in the tracking spreadsheet, assigning the donations to the correct account – DT
 - Tracks down any questions regarding how the donation will be posted if that is unclear -DT
 - Enters the donations into Breeze to track the doner and account - DT
 - Sends the deposit breakdown to the bookkeeper to create a deposit in QBO - DT
 - Notifies volunteer to send Thank you notes - DT
 -  Copy of THANK YOU & MYSTERY GIFT PROTOCOL (should be added to policies list to review/approve)
 - Breeze
 - Pulls the deposit transfer from Breeze - DT
 - Inputs the deposit in the tracking spreadsheet, verifying donations are applied to the correct account – DT
 - Sends the deposit breakdown to the bookkeeper to create a deposit in QBO - DT
 - Notifies volunteer to send Thank you notes - DT
 - Enters the Bank & Breeze deposits in QB – BK
 - Edit old/new accounts in Breeze – CA
 - Edit recurring payments – CA

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- Clears any Associations in Breeze – CA
- Share the Plate
 - **Verifies Plate Cash and STP totals to be distributed to organizations (as of Jul 1, 2024 it will be 50%/50%) - CA**
 - Posts the donation numbers in the tracking sheet from CA - DT
 - From Breeze contributions and physical deposits
 - Sends to the STP Coordinator and the CA to cut a check to the monthly recipient - CA
- Pledges
 - Pledge tracking
 - Creates new Campaign and enters Pledges for new Fiscal Year – CA
 - Enters any updated or new pledges – DT/CA
 - **Corrects any incorrect or changed donations in Breeze - DT/CA**

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	Depositing Treasurer	Church Administrator	Bookkeeper
Collect cash and create a Green Form		X	
Compile checks received		X	
Review checks for the account to be deposited		X	
Contact donors if money received isn't allowed		X	
Create a deposit each week regardless of the amount of income received		X	
Copy/Scan all checks and deposit slip		X	
Notifies or emails DT weekly whether there is a deposit or not		X	
Make the deposit at the bank	X	X	
Inputs the deposit in the tracking spreadsheet, assigning the donations to the correct account	X		
Tracks down any questions regarding how the donation will be posted if that is unclear	X		
Enters the donations into Breeze to track the doner and account	X		
Sends the deposit breakdown to the bookkeeper to create a deposit in QBO	X		
Notifies volunteer to send Thank you notes	X		
Pulls the deposit transfer from Breeze	X		
Inputs the deposit in the tracking spreadsheet, verifying donations are applied to the correct account	X		
Sends the deposit breakdown to the bookkeeper to create a deposit in QBO	X		
Notifies volunteer to send Thank you notes	X		
Enters the Bank & Breeze deposits in QB		X	X
Edit old/new accounts in Breeze		X	

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Edit recurring payments		X	
Clears any Associations in Breeze		X	
Verifies Plate Cash and STP totals to be distributed to organizations		X	
Posts the donation numbers in the tracking sheet from CA	X	X	
Sends to the STP Coordinator and the CA to cut a check to the monthly recipient		X	
Creates new Campaign and enters Pledges for new Fiscal Year		X	
Enters any updated or new pledges	X	X	
Corrects any incorrect or changed donations in Breeze	X	X	