

Charter
UUCSV Finance Committee
Approved by the Board: _____
Revised by the Board: _____

I. Mission

The Finance Committee is a standing committee established by the Board of Directors to coordinate all financial activities of the Church. The committee will work closely with the Board liaison on church financial and budgetary matters. It will have particular responsibility for development of the annual operating budget for Board review and presentation to the congregation.

II. Responsibilities

The responsibilities of the Finance Committee include the following:

- Serve as the primary interface with the Board and the congregation on financial matters, including development of the annual budget.
- Review/establish financial procedures and recordkeeping policies, including recommending to the Board roles and responsibilities.
- Develop asset management policies (for Board approval);
- Oversee the work of the Building Use subcommittee (which develops rules, procedures and marketing suggestions for the rental of the UUCSV building and facilities).
- Coordinate closely with the Stewardship Committee, particularly on the timing, schedule and objectives of the annual pledge drive.
- Develop in collaboration with the Treasurer a uniform budgeting and accounting reporting and tracking format.
- Develop a Committee procedures manual.
- Submit an annual report to the Board by April 15 of every year.

III. Terms and Conditions

According to the Church Constitution, the Board is the sole policy-making body for the Church and will establish standing and *ad hoc* committees to carry out the activities of the Church. As a standing (or ad hoc) committee of the Church, the Finance Committee will have a Board-appointed chairperson and work within the following terms:

- The term for the Chairperson of this Committee is 2 years and a chairperson can serve no more than two consecutive terms.
- The Board delegates to the chairperson the authority to appoint other Committee members.
- The Chairperson will discuss with the Board liaison representative issues under consideration by the Committee, especially issues requiring Board action.
- Membership on the Committee is limited to 3 years except for the Chairperson, who can serve a fourth year if needed to complete a second consecutive term.
- The Committee may establish subcommittees on an ad hoc or standing basis to which may be assigned specific roles and jobs.
- The Minister and the Board President will serve as non-voting members of this Committee.

IV. Funding

The Finance Committee is not normally provided with a line item in the Church's annual operating budget. However, if expenses are incurred, the Chairperson of the Committee may request funds to cover these expenses directly to the Board of Directors.