

## Finance Committee

The Finance Committee assists the Meeting with financial decisions that arise. Requests may come from Meeting committees or the Meeting for Business. The Treasurer of the Meeting acts as one *ex officio* member of the Committee.

Ongoing responsibilities include:

1. Preparation of the annual budget.
  - a. The Fiscal Year is January 1 through December 31.
  - b. During September and October, Committee members poll the Meeting committees about their spending needs and review contributions made to other organizations.
  - c. The draft budget is presented at the November Meeting for Business.
  - d. The proposed budget is seasoned and is taken up for approval in the December Meeting for Business.
2. The committee considers the financial policy of the Meeting, including our ways of receiving and investing funds.
3. Presentation of financial statements.
  - a. A financial statement is prepared by the Treasurer every two months and presented to the business meeting. Towards the end of the fiscal year these reports may occur monthly.
4. Maintenance of the Meeting's contribution brochure.
  - a. The committee updates and distributes a brochure describing the organizations that receive contributions from the Meeting.
  - b. Committee members review the description with each contact person in the Meeting.
  - c. The brochure is distributed with the newsletter, as a separate mailing with a fundraising appeal or at Meeting.
5. The committee reads and responds to Advices and Queries as directed by Worship and Ministry, and presents a response at Meeting for Business.
6. The Clerk of Finance Committee serves as a member of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.
7. It is suggested that we have a review of the financial books when we change treasurer and/or periodically (3-5 years).