

Finance Committee job description

The Finance Committee assists the Meeting with financial decisions that arise. Requests for advice or decisions 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 list.
 - a. The committee updates and distributes a list, annually, describing the organizations that receive contributions from the Meeting.
 - b. Committee members review each organization's description, with the "connection" (person) within our Meeting, who is engaged with that organization.
 - c. At this time, institutions receiving our budgeted donations are either Quaker organizations, in which members of our Meeting participate, or non-Quaker organizations to which our Meeting, as a whole, has a particular commitment.
 - d. Any changes to this list will be reflected on our SCMM website.
5. The Finance Committee will mail-out the required "proof-of-insurance" forms, to Quaker Center in March of each year, and to the Albany Community Center (or wherever we hold the Holiday Party) in October of each year.
6. The committee reads and responds to Advices and Queries as directed by Worship and Ministry, and presents a response at Meeting for Business.
7. 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. A required regular Board Meeting is held annually, following Strawberry Creek's May Meeting for Business, and decisions by the Board, are arrived at under the guidance of Spirit.
8. The Finance Committee will carry out a financial review each year using the "SCMM Procedure for Financial Review" written in 2017. It is suggested that there be a review of the financial books when we change treasurer.

Revised slightly, March 2018 -- James Hosley clerk of Finance