Finance Sub-Committee Chair

Daily

☐ Check and respond to email and phone calls

Weekly

Bi-Weekly

☐ Review proposed payables submitted by the Bookkeeper

Monthly

☐ Chair Committee/Team meeting

- ○ Call meeting and set agenda for the meeting and notify committee/team members or ex-officio members
- ○ Prior to meeting, contact Committee/Team members to follow up on any assignments they have agreed to do
- ○ Preside over committee/team meetings
- ○ Circulate minutes of Committee/Team to all members and ex-officio members and send copy for Presbytery records
- ○ Follow up on anything you have agreed to do
- ○ Touch base with Committee/Team members after meeting to review assignments they have agreed to do
- ○ Prepare Report to Cabinet
- ○ Monitor budget

☐ Review financial reports presented by the bookkeeper along with the Treasurer

☐ Prepare report for Cabinet including financial reports from the Treasurer

☐ Attend Cabinet meeting

☐ Report the action of Cabinet to churches seeking to sell, buy, or encumber property

Four Times a Year

☐ Prepare Report to the Presbytery

☐ Attend Presbytery Assembly meetings

Quarterly

Annually

☐ Send previous year, year-to-date, and current year budgeted amounts to all Presbytery entities that have budgets and ask for budget requests for next year

☐ Prepare the annual budget for the next year (with committee) and review with Executive Team before it goes to Cabinet

☐ Provide orientation for the committee/team

☐ Attend annual orientation

☐ Review Financial Procedures in Leadership Handbook (Manual of Operations) and make recommended changes to the Executive Team

☐ Attend annual Cabinet Leadership Retreat

Occasionally

☐ Receive requests to buy, sell, or encumber property from congregations