

## **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
  - March 18, 2017 - Oneonta First
  - May 20, 2017 - Owego
  - September 16, 2017 - Waverly
  - November 18, 2017 - Location TBD

### **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