

BOARD OF FINANCE
(The duties of the Board from the Church Constitution)

ARTICLE SIX: BOARD OF FINANCE

Section I. The Board of Finance shall consist of the congregational Treasurer, the head Financial Secretary [Collection Counter], and at least three [3] elected members whose term shall be two years, terms beginning on June 1st of odd numbered years and concluding on May 31st of the succeeding odd numbered year. Members may succeed themselves twice [three consecutive terms or six consecutive years]. At the first meeting following their installation into office they shall elect from their midst [excluding the Treasurer and Financial Secretary] a Chairman [who shall also sit on the Church Council] and a Secretary. [See Constitution, Art. Six, Section IV.b.]

Section II. Duties

- a. This Board shall have the responsibility for the preparation of the congregation's annual budget. To accomplish this task it shall consult with all the various Boards and Committees through which funds are dispersed. It shall then submit this budget to the Church Council, before it presents it to the Voters' Assembly.
- b. All other financial efforts and/or requests must be submitted to this Board for presentation to the Church Council.
- c. It shall have under its jurisdiction all the financial records of the congregation and all see to it that the proper accounting be done. It shall supervise the financial system of counting, bookkeeping, and preserving our financial records, and shall see to it that an annual audit be done of all the financial records of all Boards, Committees, and groups. To this end it shall appoint an audit committee which shall be approved by the Voter's Assembly.
- d. It shall be the Board's duty to educate the membership in its giving habits and so work in conjunction with the Board of Stewardship. It shall also oversee the distribution of offering envelopes.
- e. It shall appoint the Financial Secretary and his staff [collection counters] as necessary.