

Allegheny East Conference Corporation of Seventh-day Adventists
Local Church Finance Committee Guidelines

Purpose – The Local Church Finance Committee is a sub-committee of the church board. Its role is to oversee the financial operations of the church and to make financial recommendations to the local church board.

Members – Pastor-ex-officio, Church Treasurer, Stewardship Director, and any other members appointed by the local church board. **(Note: Members should have some expertise in the area of business and finance, and should support the church by returning a faithful tithe and offering!)**

Membership Size – The committee should consist of 5-11 members depending on the size of the local church. The Pastor is not a voting member of the finance committee.

Responsibilities include:

1. Prepare the Annual Operating Budget of the local church.
2. Review Monthly Financial Reports prior to their presentation to the local church board.
3. Monitor the monthly spending of the local church in accordance with the local church's approved operating budget.
4. Review local church school monthly financial reports and annual operating budgets where applicable.
5. Review Capital Projects, and make recommendations to the local church board.
6. Review the report from the Conference Financial Review (Audit Report) and respond where appropriate.
7. Establish guidelines for church spending, to be approved by the church board.
8. Assist the Stewardship Department in promoting personal and corporate stewardship principles.
9. Ensure that proper internal controls exist and are in place for the safe guarding of all local church assets.

The church treasurer should not serve as the chairperson of the finance committee. It should not be the intent of the finance committee to control, and micro manages the duties of the local church treasurer. The committee should work together with the local church treasurer, local church board, and local church body to ensure the accuracy of the church financial reports, and protect the integrity of the financial operations.