

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. 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. A primary responsibility of the committee is to provide oversight of, and support to, the Treasurer of the Meeting. The Treasurer prepares the Treasurer's report presented to the business meeting, mails out the Meeting's proof of insurance as needed, and completes other duties as set out in the Treasurer's job description. The Treasurer of the Meeting is an *ex officio* member of the committee.
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 committee reads and responds to Advices and Queries as directed by Worship and Ministry, and presents a response at Meeting for Business.
6. 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.
7. Using the "SCMM Procedure for Financial Review" written in 2017, the Finance Committee will carry out a financial review as needed (which must be no less than every three years) and any time a new Treasurer assumes office.
8. The committee is responsible for making Meeting aware of its financial status, especially as the end of the year approaches and there is a fiscal shortfall.

Revised July 2018 by Finance Committee (Co-clerks Larry Strain and Sarah Hawthorne) – Add Item 8.

Reviewed and Accepted Sept 2020 by Finance Committee (Co-clerks Lee Douglas and Richard Leath) – No Changes