

## **Finance Committee Job Description**

### **Finance Committee**

The Finance Committee has three basic roles: supporting the Bookkeeper as needed; helping the meeting make sound financial decisions; and ensuring that the meeting's books are correct and its financial affairs are in good order.

Supporting the Bookkeeper might include: working with the Bookkeeper to select appropriate hardware, software, or outside services to perform the Bookkeeper's functions; helping the Bookkeeper decide what sorts of services (electronic fund transfer services, credit or debit cards, types of bank accounts, backups of financial records; etc.) best suit the current and expected needs of the meeting; and working with the Bookkeeper to identify the most appropriate electronic means to accept donations and to make payments. The Finance Committee will designate a person to collect bills, donations, and notices from the meetinghouse and deposit cash and checks to our local financial institution. When so directed by the meeting for worship with concern for business, the Finance Committee will plan and oversee a review of the meeting's books to identify and correct any errors and detect any indication of fraud or financial misconduct. The person chosen by the committee to perform such a review need not be a member of the committee, and must not have served as the Bookkeeper or Treasurer during the period covered by the review.

Helping the meeting make sound financial decisions involves: helping the Bookkeeper develop formats for regular financial reports to the meeting, so that the meeting can understand our financial status and make good decisions; working with the Bookkeeper to develop special financial reports to inform Friends' decisions about particular projects or concerns; drafting a proposed budget for each fiscal year, after consulting with other committees; and recommending and implementing fundraising plans and practices.

A member of the Finance Committee will present the monthly financial report to the meeting for worship with concern for business, and answer any associated questions.

While the Bookkeeper's role is primarily technical and routine, the Finance Committee's role involves more Quaker discernment. Finance Committee members need a reasonably good facility with numbers and finances, but need not have professional skills in bookkeeping or accounting. The Finance Committee, as other meeting committees, ought to carry out its business in a Quaker manner, seeking Divine guidance in all matters.