

# TUCW FINANCE COMMITTEE CHARTER

December 2014

## **Background:**

The Finance Committee exists to support the Board of Trustees with budgeting, financial policies, and financial decision-making. This charter is an attempt to clarify the objectives and operational guidelines of the committee in support of the concepts of transparency, financial prudence, and overall good governance.

## **Objectives of the Finance Committee:**

The primary objectives are summarized as follows:

- To prepare an annual operating budget for the Congregation in consultation with the Chief of Staff and Director of Operations and to present it to the BOT.
- To monitor the finances of the Congregation and to advise the BOT of important issues and concerns. This shall include the monitoring of revenues, expenses, investments (both operating and Endowment), and capital expenses. It shall also include periodic re-forecasting of revenues and expenses.
- To review and recommend changes in the accounting and financial systems to improve efficiency and timeliness.
- To annually prepare a long term capital budget for the Congregation.
- To review the banking and investment practices and suggesting changes as appropriate.
- To review the financial impacts of TUCW's financially significant operational decisions including but not limited to insurance, building and grounds, and rentals.
- To make recommendations regarding the investment of short and long term maintenance reserve funds.
- To facilitate periodic internal and external audits.
- To coordinate with Endowment in areas of capital expenditures, investments, and cash management, where appropriate.

## **Organization of the committee:**

The primary organization is constituted as follows:

- The committee is to be composed of the BOT Treasurer and 5-7 members who are members of the Congregation and approved by the BOT. Permanent members of the Committee include the Treasurer, Asst. Treasurer, and Director of Operations (*ex-officio*).
- The Chair of the Committee is elected by its members.

- The Chair may appoint members to undertake specific duties or tasks as required.
- Most meetings are open to the Congregation. Executive Session meetings may be designated when personnel issues are being discussed. The BOT Chair may attend meetings as an *ex officio* member.
- The Committee is responsible to the BOT and functions as its primary financial advisor. The Committee has approval authorities as delegated by the TUCW Constitution, TUCW Policies Manual, and other legal documents including but not limited to Ministerial Agreements and Financial Procedure Guidelines.

### **Committee operational guidelines:**

The primary guidelines are as follows:

- The committee is to meet monthly.
- A meeting agenda is to be prepared and sent to members in advance of the meetings.
- A record of each meeting is to be kept specifying any recommendations or actions that were made or taken.
- All decisions require a majority vote assuming a minimum of four members present.
- The committee is expected to establish its own rules regarding meeting dates, time, location or other matters for the effective operation of the committee.
- All financial documents are to be considered confidential and only for the internal use of the committee unless otherwise designated.

### **Specific Reports submitted to the BOT:**

- A monthly set of financial statements including an Income and Expenses statement and Balance Sheet, which compares actual results to the approved Budget. Information may be summarized to suit Board level discussions.
- An annual recommended Budget for the Congregation Annual Meeting.
- An annual report summarizing the work of the Committee and any suggested changes in the charter or operating guidelines.