Local Church Finance
Finance Committee, Financial Secretary, Treasurer
2022

Laity Leadership Workshop
• Book of Discipline Requirements
• Resources
• Pressing Matters

Disciplinary Requirements
• 2016 Book of Discipline, paragraph 258.4
• Outlines membership and responsibilities of the Finance Committee
• For more detail on specific positions, job descriptions available
  • www.umcdiscipleship.org/resources/local-church-officer-job-descriptions
Finance Committee Responsibilities

- Membership – outlined in Book of Discipline

- Primary goals –
  - Gives stewardship of financial resources their priority throughout the year
  - Carries out church council directions in overseeing the financial secretary and treasurer
    - Financial secretary and treasurer not the same person and not immediate family members
    - No immediate family members of the appointed clergy

Finance Committee Responsibilities

- Counting team

- Treasurer
  - Disburse money as contributed
  - Remit apportionments
  - Regular and detailed reports to the Finance Committee and Church Council
  - Be adequately bonded

Finance Committee Responsibilities

- Committee on Finance
  - Written policies
  - Annual audit - Local Church Audit Guide - nccumc.org/treasurer/files/auditguide.pdf
  - Oversee financial accounts – deposit promptly
  - Integrity in restricted donations
  - Manage the budget as approved by the Church Council
  - At least annual report of all designated funds to the Church Council
Resources
- Treasurer's Office Resources
  - Training Materials – nccumc.org/treasurer
  - Staff Resources - nccumc.org/treasurer/contact-us/
  - Note – during COVID remote work, email is the quickest method of contact
- Webinars
  - Treasurer’s Office – nccumc.org/treasurer
  - Center for Leadership Excellence - nccumc.org/leadership/
- Discipleship Ministries
  - Job Descriptions - www.umcdiscipleship.org/resources/local-church-officer-job-descriptions
  - Webinar – Getting It Right at the Starting Line - www.umcdiscipleship.org/articles/january-5-2021-stewardship-finance-get-it-right-at-the-starting-line

Resources – Financial Guidelines Booklets
2017-2020 Edition
Available from cokesbury.com

Pressing Matters
- Remittances
  - 2021 Apportionments due January 12, 2022
  - Mail to Garner address or deliver
  - Contact drhunter@nccumc.org to arrange drop-off or drop in outside mailbox
- Tax Reporting
  - Employee W-2 and non-employee 1099 due January 31
- Online Learning Opportunities
  - https://nccumc.org/treasurer/online-learning-opportunities/
  - Clergy Tax Webinar – January 2021
    - https://vimeo.com/503513426
Thank you!

Questions?

For more information, contact me at christine@nccumc.org or our Treasurer’s Office staff at nccumc.org/Treasurer/contact-us/