

**Local Church Finance**

Finance Committee, Financial Secretary, Treasurer  
2022



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**Laity Leadership Workshop**

- Book of Discipline Requirements
- Resources
- Pressing Matters



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**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](http://www.umcdiscipleship.org/resources/local-church-officer-job-descriptions)



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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



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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



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Finance Committee Responsibilities

- Committee on Finance
  - Written policies
  - Annual audit
    - Local Church Audit Guide - [nccumc.org/treasurer/files/auditguide.pdf](http://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



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### Resources

- Treasurer’s Office Resources
  - Training Materials – [nccumc.org/treasurer](http://nccumc.org/treasurer)
  - Staff Resources - [nccumc.org/treasurer/contact-us/](http://nccumc.org/treasurer/contact-us/)
    - Note – during COVID remote work, email is the quickest method of contact
  - Webinars
    - Treasurer’s Office – [nccumc.org/treasurer](http://nccumc.org/treasurer)
    - Center for Leadership Excellence - [nccumc.org/leadership/](http://nccumc.org/leadership/)
- Discipleship Ministries
  - Job Descriptions - [www.umcdiscipleship.org/resources/local-church-officer-job-descriptions](http://www.umcdiscipleship.org/resources/local-church-officer-job-descriptions)
  - Webinars – Getting It Right at the Starting Line - [www.umcdiscipleship.org/articles/january-5-2021-stewardship-finance-get-it-right-at-the-starting-line](http://www.umcdiscipleship.org/articles/january-5-2021-stewardship-finance-get-it-right-at-the-starting-line)



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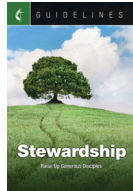
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### Resources – Financial Guidelines Booklets



2017-2020 Edition



Available from [cokesbury.com](http://cokesbury.com)



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### Pressing Matters

- Remittances
  - 2021 Apportionments due January 12, 2022
  - Mail to Garner address or deliver
  - Contact [drhunter@nccumc.org](mailto: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>



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*Thank you!*



Questions?

For more information, contact me at [christine@nccumc.org](mailto:christine@nccumc.org) or our Treasurer's Office staff at [nccumc.org/treasurer/contact-us/](http://nccumc.org/treasurer/contact-us/)



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