

# Local Church Finance

Finance Committee, Financial Secretary, Treasurer



**Treasurer's Office**

North Carolina Conference

THE UNITED METHODIST CHURCH

# Laity Leadership Workshop

- Book of Discipline Requirements
- Resources
- Pressing Matters



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# Disciplinary Requirements

- 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](#)
  - 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 –email is often 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 – [Webinar Link](#)

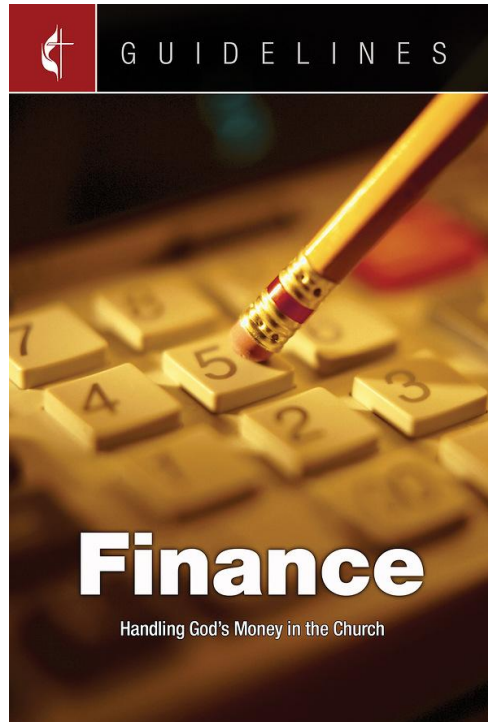


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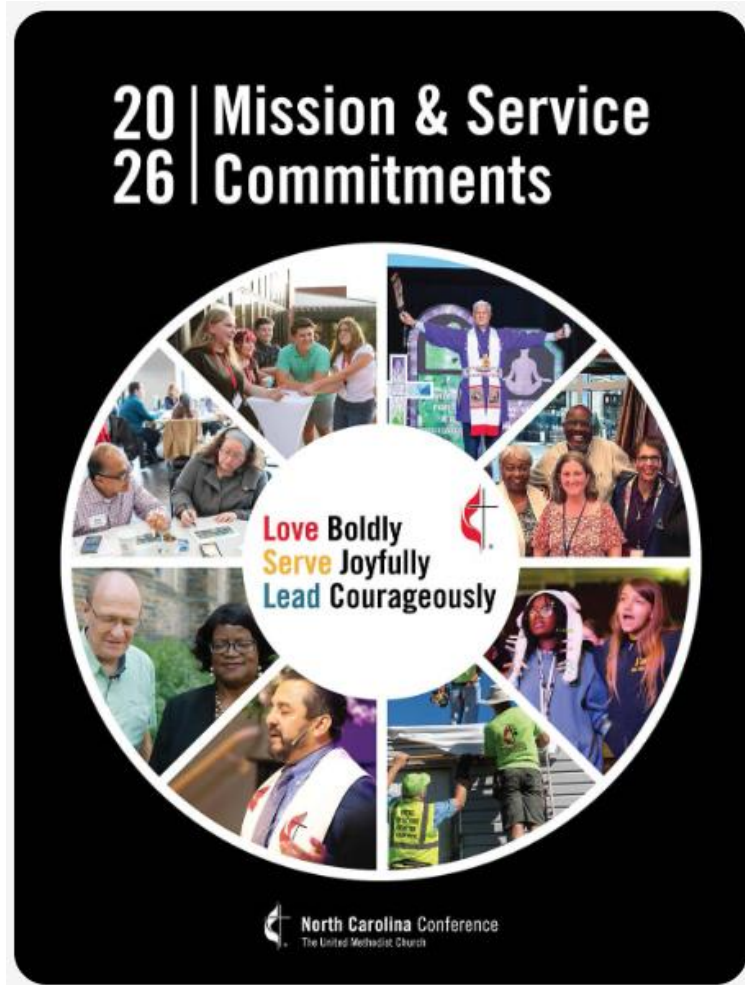
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# Resources – Financial Guidelines Booklets



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

# Resources – Mission & Service Commitments



Available on the Conference website at:

[Mission & Service Commitments](#)

*Explains each line of the annual conference budget to assist Finance Committees in interpreting the mission of the connection through the local church.*



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# Pressing Matters

- Local Church Treasurer Training
  - January – check [Treasurer's Office website](#) for details
- 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
      - [NC Conference Vimeo Resources](#)
- Local Church Property Insurance
- Local Church Budgeting



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# *Thank you!*



Questions?

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



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