

## **BUSINESS MANAGEMENT COMMITTEE**

### **Functions and Policies**

#### **I. ORGANIZATION**

The Business Management Committee (hereafter referred to as 'the committee') shall consist of voting members of the congregation who have an understanding of sound business and financial management. The committee shall elect from its membership a chairperson and a recorder.

#### **II. RESPONSIBILITIES**

Oversee the business affairs of the congregation including annual budget development, accounting, investments, insurance coverage, technology, communications, money counting, service contracts and other related activities.

Arrange with appropriate financial institutions for the establishment of and authorized signatures on all checking, savings, investment, credit card and loan accounts (excluding real estate mortgage loans), as maybe required.

Arrange for the counting and depositing of all congregation offerings and gifts. Ensure that adequate accounting and internal controls relating to it are in effect. Arrange recruitment, training and supervision of money counting teams.

Establish and maintain adequate accounts payable processes in order that all financial obligations are paid via check, electronic transfer or credit card within the terms and conditions set forth in same. Ensure that adequate accounting and internal controls relating to it are in effect.

Manage all cash, savings and investment funds of the congregation (excluding the Grace Endowment Fund). Maintain a two (2) months cash balance in the checking and or savings accounts in order to provide positive cash flow to meet the congregation's financial obligations terms

**and conditions. All excess or surplus funds shall be invested in accordance with the congregation council's current investment policy statement.**

**Establish and maintain a computerized 'fund' accounting system. All income received and expenditures made shall be maintained on a 'line item' basis through the use of an authorized 'chart of accounts' containing both accounting and responsibility codes for each income, expense and balance sheet line item. Arrange for training of individuals responsible for operation of the system.**

**Provide monthly statements of income, expenses and balance sheets for each fund established to appropriate congregation council, committee members and budget participants. Provide monthly responsibility reports for each fund established to all budget participants.**

**In September conduct a budget hearing at which all budget participants shall present their proposed subsequent year operating budget by line item.**

**At the October congregation council meeting, present a recommended subsequent year operating budget including anticipated income and expenses by line item solicited from committee and individuals participating in the budget process.**

**Publish the approved congregational council line item operating budget along with comparable prior year data in the annual report for the congregation. Present the proposed operating budget at the November annual meeting.**

**Arrange for adequate property damage, general liability, worker's compensation, director & officer, or other coverage required by law or by congregation council.**

**Coordinate accounting approval and collection of all leases/rentals for building, office or meeting room use. Coordinate accounting approval of all vendor and service contracts.**

**Oversee the development and maintenance of required computer/software/internet/website and telephone systems. Arrange for the training of individuals responsible for their operation.**

**Establish and maintain distribution of i.e. congregation worship bulletins, newsletters (In Touch), congregation council and committee's agendas/minutes, financial reports and other communications as maybe required.**

**Oversee the development and maintenance of amendments or revisions of Grace Lutheran's Constitution, Bylaws, Continuing Resolutions and Policy and Procedures Manual (including website updating).**