

**Unitarian Universalist Church of Davis**  
**FINANCE COMMITTEE CHARGE**

*Adopted by the Board of Trustees on February 13, 2017*

**Purpose**

The Finance Committee shall provide oversight of the Church's financial operations and advice to the Board of Trustees on financial matters. In collaboration with the Bookkeeper, the Congregational Administrator, and the Operations Co-Chairs, the Finance Committee shall assist the Board in ensuring that its financial responsibilities under the Church's Bylaws are met in a timely and prudent fashion. The Financial Officer shall chair the Finance Committee, and a Vice Chair shall be designated to act in the place of the Financial Officer if the Financial Officer is absent.

**Responsibilities**

The Finance Committee shall oversee the following financial responsibilities:

- Ensuring that the financial affairs of the Church are conducted with the care, diligence, prudence, and skill associated with modern, customary business practices.
- Ensuring that funds received by the Church are held and spent in accordance with Board-approved policies.
- Assisting the Financial Officer and the Bookkeeper in preparing an annual budget for congregational approval at the Church's annual membership meeting.
- Assisting the Financial Officer and the Bookkeeper in preparing an annual financial report at the end of each fiscal year.
- Assisting with audits of the Church's financial records by independent auditors when requested by the Board.
- Reviewing the Church's financial reports and records for completeness and accuracy.
- Advising the Board of emerging financial needs, concerns, or policy issues meriting attention.

**Special Qualities or Skills Needed by Members**

- Experience with financial oversight and with organizational budgets.
- Willingness to work collaboratively with the Church's Financial Officer, Bookkeeper, Congregational Administrator, and Operations Co-Chairs.
- Understanding of the need for accurate and timely financial reporting.

**Number of Members Needed**

4-6.

## **Terms of Office**

Chair: up to 6 years. The Financial Officer may not serve more than 6 years without taking a break in service of at least 2 years. Members: 3-4 years. Ideally, member terms would be staggered to provide a combination of experience and fresh perspectives. Members should be off the Committee for at least 1 year after completing a 4-year term on the Committee.

## **Membership Selection Process**

Members will be recruited by the Committee, in consultation with the Financial Officer.