

## **Planning and Finance Committee Responsibilities**

### Mission Statement:

The Planning and Finance Committee seeks to develop and maintain financial records and reports for the Providence Forge Presbyterian Church, to provide oversight of church investments and to conduct long-term financial planning.

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### Responsibilities:

1. To develop an annual budget and present to the Session for approval;
2. To prepare and maintain financial records and reports, in coordination with the Treasurer, for presentation to the Session;
3. To oversee investment of church funds and advise the Session;
4. To review and pay all bills owed by the church;
5. To supervise the work of the Treasurer;
6. To oversee completion of all required financial reports to government entities in a timely fashion;
7. To conduct long-term financial planning studies, as appropriate, and report to the Session;
8. To arrange for the timely deposit of contributions into the church bank account, in accordance with the Financial Practices' guidance;
9. To make recommendations to the Session on areas needing improvement;
10. To ensure giving information is treated with confidentiality;
11. To appoint a Committee Treasurer for any fundraising activities approved by the Session;
12. Committee Chair (appointed by the Session) will contact all volunteers (as provided by the Stewardship Committee from the annual Stewardship Campaign)

and welcome them to serve on the committee. If the committee is not available to new members, that information should be provided to the Chair of the Stewardship Committee so that such committee is not listed as an option on the Annual Stewardship Pledge Card;

13. Committee Chair (or designee) will maintain a roster of active members on the committee and will provide the roster to the Web Team for inclusion on the pfpc.org web site by February of each year. Chair will work with the Policy and Personnel Committee to develop a synopsis of the committee's duties to include on the PFPC web site.