

Campus Ministry Financial Management Position Descriptions (Detailed)

The campus ministry financial position descriptions are based on the information found in the "Guidelines Finance: Handling God's Money in the Church," by the General Board of Discipleship, 2016, by the General Board of Discipleship, published by Cokesbury (pages 29-36), and compatible with the financial guidance found in the VA Annual Conference BHECM Handbook (2109).

The primary financial leadership roles for campus ministry board of directors include the treasurer, the financial secretary and the chair of the finance committee. This section provides a description of these position.

Treasurer:

The treasurer has the responsibility of carrying out most of the financial decisions made by the finance committee in three general areas:

- **Fund Disbursement:** The treasurer will disburse all money contributed to the causes represented in the budget and such other funds as the board may determine.
- **Reporting:** The treasurer will make regular and detailed reports on funds received and expended to the finance committee and the board of directors. (More on reporting is on the next page)
- **Relationships:** The treasurer will work with a number of persons and groups within and outside of the campus ministry.
 - The treasurer is an officer of the board of directors, a member of the executive committee, the finance committee.
 - The treasurer works with the financial secretary, receiving a deposit slip indicating the amounts deposited, along with a statement summarizing the sources of cash received and the purpose given.
 - The treasurer works with the finance chair on questions about policies or procedures in handling funds. Provides regular report to the committee that become the basis of the report from the finance committee to the board of directors.
 - The treasurer will work with the Treasurer of the Virginia Annual Conference on issue relating to conference related funding. Normally this will be related to property maintenance grants, and Wesley Foundation campus ministry salary grants.
 - The treasurer will prepare checks to pay the bills of the campus ministry. Normally the treasurer will not be the "single signer." Someone else should be designated such as the financial secretary. This person should approve the bills for payment. All disbursements should be supported by adequate documentation that clearly established the legitimacy of the payments to be made. This should also involve validating payments made by a campus ministry credit card. (Was the purchase authorized?) Invoices should include a description of the goods or services obtained or provided, including the names of the person or persons initiating the purchase. Purchase orders should be used for major purchases (levels set by the finance committee), with appropriate signature of the individual authorized to approve such a purchase.

- It is strongly recommended that arrangements be made for payroll services with a professional payroll organization. The payroll checks should also be reviewed to approve to ensure the amount of pay is correct, and that appropriate federal taxes and Social Security (FICA) are to be withheld and paid on all employees. If state and local taxes are to be withheld, be certain that the proper procedures are followed.
- Keep track of all disbursements using accounting software, a spreadsheet, or a manual system to do so and maintain an organized filing system for backup documentation.
- Supervises cash balances to ensure that adequate cash is maintained in the checking account and recommend to the committee on finance that any excess cash be invested.

Financial Secretary

The financial secretary is charged with broad responsibility for three general areas:

- Promptly depositing cash and checks in the bank in accordance with procedures established by the committee on finance and giving a record of each deposit to the treasurer.
- Keeping records of contributions. A critical part of the job is keeping an accurate record of the amounts contributed to the ministry. You must provide them a letter acknowledging the contribution, that they can use for their tax returns. (The campus ministry, specifically the development team, should work with you to maintain an accurate “historical” donor list that reflects the amounts given each year. This list will include individuals, church groups, churches and community groups.)
- Relationships:
 - The financial secretary is a member of the committee on finance (if a paid employee you serve on the committee without a vote). You will report to the committee each month about the status of donations and other income.
 - Works with the treasurer, providing a deposit slip that indicates the amounts deposited to the bank each time income is received, along with a statement summarizing the sources of all cash received and the purpose of the income.
 - Works with the chair person of the committee on finance. Any questions about policies or procedures in handling contributions should be cleared with the chair.
 - The financial secretary cannot also serve as the treasurer or be closely related to the treasurer. The financial secretary cannot serve on the annual financial review committee.
 - If the financial secretary is authorized to perform any one of the three tasks listed below, they are not to do the other two:
 - Approve payments for expenditures
 - Sign checks
 - Reconcile bank accounts

Chair of the Finance Committee

The chair of the finance committee has the broad responsibility of leading the financial direction of the campus ministry. The chair and committee are responsible for producing the key financial documents, working with members of the board and implementing financial controls.

Key Financial Documents:

- The Annual Budget: The budget should reflect the campus ministry programs, mission, and strategic plan. The budget should also reflect the funding policies specified in Chapter 8 of the BHECM Handbook.
- The Income and Expense Report should reflect income and expenses for the previous year and the current year, to date, compared to the annual budget
- The Balance Sheet, also called the Statement of Financial Position provides the most comprehensive picture of the campus ministry's financial situation. This document should provide a report on the assets (what is owned) and liabilities (what is owed). The net assets (also called equity, capital, retained earnings, or fund balance) represent the sum of all the annual surpluses or deficits that an organization has accumulated.

Relationships:

- Work with the key members of the board of directors such as the development/fundraising team, property team (as appropriate) and others to implement plans to meet the budget, which could include supporting endowment funds and program reserves to ensure the campus ministry is financially self-sustaining in the long term.
- Make provisions for an annual financial review. (See the guidance on how to conduct the review and how to report the results contained on the BHECM web site (reports).

Internal Controls:

- Administer the funds received according to instructions from the board of directors.
- Provide for bonding for the treasurer and others dealing with cash.
- Establish written financial policies to document internal controls.
- Review the adequacy and effectiveness of internal control policies annually.
- Designate the persons that can sign checks on behalf of the campus ministry.
- Designate the person or persons who can authorize and approve disbursements.
- Designate an individual to facilitate the monthly reconciliation of all bank accounts on a timely basis.