

Accounting and Reporting

Section:	2 Financial
Policy Number:	1
Effective Date:	March 1, 2014
Revision Number:	
Revisions:	
Approval:	

PURPOSE

Establish a policy and associated procedures for church accounting and protection of church assets.

PERSONS AFFECTED

Staff, volunteers, members and vendors of the Unitarian Universalist Church of Cheyenne

POLICY

It is the policy of the Unitarian Universalist Church of Cheyenne that the management of church finances be orderly, timely and transparent.

It is the policy that the financial records be made available to any member of the UUCC in a timely manner subject to any confidentiality issues. It is the policy that no petty cash be utilized to conduct church business or be kept at the church.

RESPONSIBILITIES

Board of Directors-Responsible for communicating church policy and procedure to the Church Administrator and staff. Primarily responsible for the enforcement of church policy. Has primary responsibility of all business transactions for the UUCC.

Treasurer- The treasurer acts as the primary business agent of the board of directors Works closely with the church administrator to ensure the church financial statements are accurate, transparent and orderly. Serves as member of the finance committee and board of directors. Acts as a liaison between the finance committee and the board of directors. Also serves as a non-voting member of the investment committee.

Finance Committee-Reviews all monthly financial statements for the UUCC and forwards those statements to the board of directors for final review. Reviews and recommends all changes to church financial policy to the board of directors.

Church Administrator-Prepares and keeps accurate records of all church financial transactions. Has primary responsibility that accounts receivable and accounts payable are handled in a timely manner. Has primary responsibility in the preparation of payroll. Works closely with the church treasurer to ensure that church financial records follow policy and procedure of the UCC. Serves as an ex-officio member of the finance committee.

PROCEDURES

See Attached Documents (2): Internal Controls and Separation of Duties