



# Shenandoah River District Training Finance Session

Rev. Sue MacTavish

[suemactavish@vaumc.org](mailto:suemactavish@vaumc.org)

# Agenda

- Overview of course
- Discipline ¶256.4
- Audit/Assessment – GCFA.org guidelines
- Treasurer
- Raising Money
- Conclusion/Closing

# Discipline

- You must have a Committee
- Plan/implement new ways of generate resources
- Annual Budget
- Counters
- Treasure and Financial Secretary (different people and not related)
- Written Policy
- Annual Audit

# Audit/Assessment

## GCFA.org guidelines

- Funds Balance Report (due July 1)
- Regular audit by independent person(s)
- Appendix A & B of Guidelines
- Previous year Audit report (funds balance report) and recommendations
- Bank statements for all accounts
- Evidence of following policy/good accounting principles

# Treasurer

- Pay the bills, and keep track of Church financial assets.
- Written reports to Finance Committee and Council
- Transparent- document everything
- Keep invoices/Approval forms – store in folders (e.g. folder for each month)
- Reconcile Bank Statements, monthly and annually.
- Tax and payroll records
- Authority to pay some invoices without approval
- Don't write checks or approve payments to yourself.

# Raising Money

- Finance Committee or appointed group
- How find money to do ????
- Grants
- Loans
- Investments
- Fund raising events
- Rent/Facility use
- Offerings

# Conclusion/Closing

- Questions

Sue MacTavish

[suemactavish@vaumc.org](mailto:suemactavish@vaumc.org)

540-292-5613