

St. James Episcopal Church of Cheboygan  
**Standing Commission Charter**  
**Finance Commission**

**Purpose:** To provide support, advice, and guidance to the Rector and staff as it relates to church related financial matters and maintain a sound internal control policy system that assures the Vestry the funds collected and disbursed receive proper handling and are accounted for in accordance with diocesan policy and it is published from time to time.

**Structure:** Shall consist of the Rector, the Treasurer, and other such members of the Vestry and Church Membership as the Rector shall appoint. The rector shall appoint the chairperson of the committee.

**Duties:** Specifically, the committee should:

1. Assure that a satisfactory accounting is made of all receipts and disbursements of funds.
2. Maintain an inventory of Church buildings and contents and assure that they are adequately insured.
3. Assist in the preparation of the annual report to the Church to be presented at the parish annual meeting; and the parochial report to the Diocese.
4. Provide guidance and support to the Treasurer
5. Recommend investment options to the Vestry for parish funds, except for those funds that are held and administered by the St. James Endowment Fund.
6. Recommend procedure for stewardship opportunities such as planned giving.
7. Prepare the parish budget between September and December for presentation at the parish annual meeting.
8. Insure that the Diocesan requirement for the annual financial review is scheduled and held.
9. Other duties as requested by the Rector.