**Role of the Treasurer and Finance Team**

1. Financial Liaison to the board and staff
	1. Regularly review the financial reports and interpret “what is happening” with the finances
		1. Revenue compared to budget
		2. Expenses compared to budget
		3. Cash (maintain at least 2 – 3 months’ expenses)
		4. Color-coded dashboards are helpful
	2. Help the board understand the financial impact of strategic direction
	3. Help budget for future capital expenditures (sinking fund)
2. Oversee church accounting processes
	1. Create and review financial policies and practices (especially related to cash collection and disbursements)
	2. Review and approve expenses over a certain dollar amount set by LBA.
	3. Assist bookkeeper with questions and issues
3. Assist with budget preparation
	1. Review budget in detail and recommend to the LBA / LCC
	2. Review personnel salaries and benefits and compare to market rates
4. Lead annual internal financial audit
	1. Review and approve pastor expense report
	2. Review bank reconciliation reports
	3. See GLR Internal Audit guidelines
5. Review church insurance policies (if not completed by staff)