



St. Luke's Lutheran Church & School

Oakfield, WI

Finance Committee - Mission

Mission: The Finance Committee, with the financial secretary serving as chairman, shall be responsible for counting the offerings and preparing the bank deposits, and shall insure that the offerings are kept safe from the time they are received until they are deposited in the bank. It shall purchase and issue offering envelopes to all communicant members and provide personal annual reports to members of the offerings each has given. The work of this committee shall otherwise remain confidential and any helpers secured to assist the committee in its work shall be approved by the church council. In order to maintain a proper division of duties, the congregation's treasurer may not serve as a member of this committee.

Duties:

Counting Money: Count Church Offerings Every Week

1. Currently 4 Sets of Counter (A 5 set of counters is need when there are 5 Sundays in a month)
2. Create a schedule for the counters and mail it to them once every three months.
3. See Policy for Details

Enter Offerings into the computer: Enter the offering envelopes into the Shepherd's Staff.

1. One Member of each counting crew is trained to enter the offerings in.

Make Correction to the offerings and Print Reports for Meeting:

1. Correction to offerings will be received from the bank, the Treasurer, and Members
2. Offering received at both the end of the quarter and the end of the year may need to be handle separate from weekly offering to ensure they are entered in the right month
3. All Changes that effect fund totals will need to be reported to the Treasurer
4. Reports Need to be prepared for council and voters' meeting

Print Offering Statement Three Times a Year:

1. First Quarter:

- a. Typical done at the end of what ever month Easter is in either March 31st or April 30th.
- b. Only done for Active Members

2. Third Quarter:

- a. Typical done at the end of September
- b. Usually includes a Giving Plan
- c. Only done for Active Members

3. End of the Year:

- a. Usually printed after the Year End close in January
- b. Must be done for all active Members, and all Former Members who gave Money in that year
- c. Must be mailed by January 31st if they gave money in that year
- d. Giving Plan Numbers need to be entered for all members who didn't return a plan.

Offering Envelopes:

1. Offering Envelopes are usually ordered by the 1st of July
2. Next Year Envelopes are renumbered and set out the 3rd Sunday in December

Student Aid Fund: Student Aid Fund gives Aid to Students

1. Students at WLS & MLC apply directly to the Financial Secretary
2. Students at WLA apply through the TAP at WLA
3. See Policy for Details

Envelopes in Church:

1. Memorial Envelopes and Pencils are put in the benches in church

Standing Subcommittees:

Student Aid Sub Committee: This subcommittee is in charge of the St. Luke's Student Aid Fund. The money shall be tracked as a separate line item by the Treasurer and be kept in the Church's Primary Checking Account. The financial secretary and two other communicant members he appoints shall be empowered to make grants and gifts from this account to students preparing for the public ministry in high school, college or seminary. Grants shall be by request and shall remain confidential. Gifts may be of a general nature and shall be reported to the congregation. The term shall be established at the time of appointment. The voters' assembly shall ratify each appointment at the annual meeting in January. In the event of a vacancy, the chairmen may appoint a communicant member, with council's approval, to the position, having the voter's ratify at their next meeting.

Money Counting Team: This team counts, deposit and record offerings into the computer on weekly bases. See Money Counting Policy for details.