

Finance Team

1. Purpose

This guidance defines the structure and role of the Finance Team in supporting transparency, accountability, and sound financial practices. As a lay-led body of financial advisors, the Finance Team helps ensure alignment between financial reporting and the Board's policies, while fostering congregational trust through shared leadership and oversight. This team reflects our values of transparency, shared wisdom, and responsible stewardship.

2. Organizational Guidance

The Finance Executive (Director of Finance and Operations) maintains a Finance Team composed of church members with relevant financial expertise. The framework for team composition and responsibilities includes:

- The team must consist of at least three members.
- Members must be current Foothills Unitarian members; non-members are not eligible to serve.
- No team member may have official responsibility in the church's accounting process (e.g., bookkeeper, controller).
- All members must complete a nondisclosure agreement and pass a background check prior to serving.

Responsibilities and expectations:

- Meet at least quarterly, but may choose to meet monthly.
- Review monthly financial reports, including Statement of Activities (P&L), Statement of Financial Position (Balance Sheet), and cash flow forecasting.
- Review the Quarterly Board Report for accuracy, clarity, and transparency before submission to the Board of Trustees.
- Stay familiar with all relevant Board Policies, especially those under 3.3 Care for Material Resources.
- Suggest additions and revisions to organizational guidance that aligns with Board Policy.
- Offer feedback and recommendations to the Finance Executive to support sound financial strategy and risk mitigation.
- Be available to audit finance meetings upon request (open to church members only).
- Support the Finance Executive in any additional expertise sought that you are able to offer.

3. Related Content

- [Board Policy 3.3.8](#) – Financial Transparency and Reporting
- [Board Policy 3.3.1](#) – Financial Accountability of the Senior Minister
- [Board Policy 3.3.2](#) – Budget Creation and Oversight

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