

Asbury Chapel United Methodist Church
Rockwood, TN
Financial Guidelines

1. All officers and employees of the Church are bonded to \$100,000.00.
2. The Counting Committee is responsible for counting all monies that are to be deposited into the general fund and savings fund accounts of the Church.
 - a. The Finance Committee shall appoint three persons from the Committee to serve on the Counting Committee each year.
 - b. There shall always be two persons from the Counting Committee present when monies are counted.
3. There are to be two signatures on all Church checks over \$250.00.
4. Electronic payments will be reviewed via monthly bank statements by the Finance Chair, Treasurer, Church Council Chair, and Pastor.
5. Authorized signatures for Church accounts are the Finance Chair, Treasurer, and Church Council Chair.
6. The Treasurer shall make a monthly written report of income and expenses to the Finance Chair and Pastor.
7. The Treasurer and/or finance Chair shall make a quarterly report of income and expenses to the Finance Committee and the Church Council.
8. An audit of all Church finances is to be conducted annually. Responsibility for this audit lies within the Finance Committee.

Adopted: September 30, 2010 by the Church Council