Upper Room Resource Team Charter

Upper Room Resource Team Purpose. The Resource Team's primary duties are to:

1. Track giving and Monitor Expenses
2. Implement Annual Budget Plan and Alerts
    1. Original Budget (May)
        1. Recommendation from Resource Team / Initiation Team Vote
            1. Annual budget recommendation will include contingency plan
    2. October Check Point (4 months of financial data)
    3. January Check Point (7 months of financial data)
3. Oversee Financial Policies & Procedures

Membership. The Church Treasurer shall be the chair of this Team. In addition to the Church Treasurer, the Resource Team shall consist of up to eight (8) persons, four of whom shall be Members of the Church who are not voting members of the Board.

Nomination. Members of the Resource Team shall be appointed by the Board upon nomination by any Board member.

Terms. Resource Team members shall be appointed by a majority vote of the Board of Directors every two (2) years for two (2) year terms. No person shall hold office as a Resource Team member for more than three (3) consecutive full two (2) year terms. A partial year's service by a team member's appointment to fill an unexpired term shall not be counted against this total. Upon termination of membership on the Resource Team for any reason, members may not again serve on the Resource Team for at least one year. A Resource Team member may be terminated from office by expiration of a term, by resignation, or upon a vote of dismissal by a majority of the Board of Directors.

Resignation. If a member of the Resource Team who was appointed by the Board resigns from the Resource Team, the Board will decide whether or not to replace the resigning team member. If the Board decides to replace the resigning team member, the Board shall fill the vacancy by electing a Member of the Church who is not a voting member of the Board. If the Treasurer (or any other member of the Resource Team who is a voting member of the Board) resigns, the President of the Board shall fill the vacancy by appointing a sitting member of the Board.

Current Team Members and Responsibilities

1. Jay Chapman
    1. Resource Team Chair
    2. Meet weekly with UR staff liaison
    3. Prepare for and run monthly Resource Team meetings
    4. Implement annual budget plan
    5. Summarize monthly alerts and recommend action steps
    6. Hold team members accountable to specific responsibilities
    7. Attend monthly Initiation Team meetings
2. Dave Melander
    1. Volunteer Staff Accountant
    2. Track giving and monitor expenses
        1. Generate monthly budget update 2-page report
        2. Generate monthly detailed budget reports
3. Stephanie Ricke
    1. Contribution tracking
    2. Giving reports to community
4. Dave Dover
    1. Sunday offering scheduling and processing
5. Bryan Freeland
    1. Financial policies and procedures handbook including accounting practices
6. Joe McDonald
    1. UR Staff liaison to Resource Team
    2. Financial Alerts portion of monthly 2-page budget update
    3. Weekly check writing
    4. Retirement Plan Administration (in consultation with Jay)

Team Responsibilities. The big picture duties of this team are outlined in the "Upper Room Resource Team Purpose" section above. Specific responsibilities in fulfilling those duties will include, but are not limited to the following:

Track giving

1. **Sunday Offering Scheduling and Processing**: Collect, count and deposit Sunday offering according to financial policies and procedures
2. **Individual Giver Data and Giving Statements:**
    1. Initiate and maintain procedures to receive, account for, secure and disburse monies, gifts and financial instruments contributed to support and further Church interests
    2. Monitor congregational giving and ensure the accuracy of giving records of the congregants
    3. Provide timely giving reports to community members
3. **Financial Alerts:** Develop and implement systems to alert Board and staff of revenue or cash flow discrepancies to ensure timely communication of such to staff, community and/or individual givers

Monitor expenses

1. **Monthly Reporting:** Monitor spending, receipts, other expenditures and cash flow during the course of the fiscal year and offer recommended spending appropriations and authorizations that may be timely and prudent to the Board at agreed upon times within the fiscal year (October and January)
    1. In deficit situations, Resource Team will recommend to Board appropriate reductions in expenses to bring about a balanced budget
    2. In surplus situations, Resource Team will recommend to Board the release and usage of funds to be used in a manner consistent with the vision and goals of the community and staff
2. **Balance Sheet:** Provide financial status/cash position reports monthly at regularly scheduled monthly meetings of the Initiation Team, and provide a written report for inclusion in the Annual Report to the congregation
3. **Weekly check writing**: Write checks to contract workers, vendors, renters, UR staff based on invoices, bills and staff reimbursement requests. Also enter checks into Bank Activity spreadsheet.

Implement annual budget plan

1. **Recommend Annual Budget:** Through an annual budgeting process in conjunction with the UR staff and Board, recommend an annual budget to be decided by the Board each fiscal year
2. **October Check-In**
3. **January Check-In**

Oversight of Financial Policies & Procedures

1. **Accounting:** Oversee accounting practices, necessary tax preparation, and annual financial audit/review
2. **Financial Policies and Procedures:** Develop Financial Policies Handbook and make recommendations to the Initiation Team concerning financial policy, practice and procedure. (Note: Upper Room will adopt CPC's financial policies and procedures until it completes its own.)
    1. Specific procedures to note are:
        1. Sunday offering processing
        2. Check authorization/signing policy for staff / volunteer reimbursements and invoices
3. **Retirement Plan Administration:** Resource Team will administer the Upper Room retirement plan, ensuring that we are meeting any legal requirements and deadlines. In addition, Resource Team will annually recommend to Initiation Team the amount of contribution to retirement plans of eligible FT employees.
4. **Banking and Investments:** Ensure that Upper Room is in compliance with financial policies for a church/non-profit and make recommendations on any potential investments that may accrue for the benefit of the church's vision.
5. **Personnel Team Representation:** At least one current member of the Resource Team will serve on the Personnel Team