



## Overview of Financial Practices September 2006

- ◆ Who is responsible to oversee and handle the finances? The Church finances are under the guidance and control of the Elders. None of the ministers handle the finances of OCC. The day-to-day oversight is under the supervision and control of the Oversight Elder for the Administration Department, the Executive Administrator, the Business Administrator, and the Stewardship Ministry Team.
- ◆ Financial Reporting: Income and expense reports, as well as a statement of account balances, are prepared monthly and submitted to the Elders for review. The Administrative Team also receives monthly reports. In addition, for the last two years, an independent CPA has audited the Church's financial records.
- ◆ Credit Cards & Accounts: The Church has two credit cards (Visa and Sam's) and several credit accounts (such as bookstores). Authorized signers are required to submit detailed paperwork for any charges on a monthly basis. The information must include the ministry purpose of the charge.
- ◆ Payment of Credit Accounts: All credit accounts, including the credit card accounts, are paid in full every month. The Church's only outstanding credit accounts are our long-term commitments (i.e. Building Loan, loan for building furnishings, and loan for the purchase of the Webb House) and all of these are current.
- ◆ Designated Funds: The majority of funds that are received and designated for a particular purpose are immediately transferred to either the FTF (Forward Through Faith - if they are designated for FTF) or to the Trustees' account (if they are designated for another purpose) until they are used for the purpose intended. The only exception would be the occasional small contribution for a particular ministry area (i.e. nursery supplies). These funds are designated within the General Fund for that purpose and generally used within 60 days for the particular purpose.
- ◆ Taxes and Benefits: As of 8/31/06, OCC payroll expenses, including taxes and benefits, make up approximately 41% of our general fund revenues. This does not include FTF or other designated income.
- ◆ Documentation and Paper Trail: Check requisitions, receipts, and other documentation are required for all payments. Upon proper documentation being submitted, the Business Administrator generates the checks. Two (2) members of the Stewardship Team or the two of the Trustees, (depending on the account) sign the checks for control purposes. As an additional control, the check signers rotate, and all documentation is provided to them at the time of signing.
- ◆ Deposits: A team of captains, consisting of Deacons and Stewardship Ministry Team members supervises all church deposits. The captains and tally team members, rotate weekly, for control purposes.
- ◆ Cash Flow Projections: The Business Administrator maintains a long-term cash flow projection sheet that helps to control church spending and ensure fiscal responsibility.