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**OPERATING PROCEDURES  
OF  
THE FINANCE COMMITTEE  
OF THE ECUMENICAL CATHOLIC COMMUNION**

**Purpose**

The purpose of the ECC Finance Committee is to help maintain a sound financial basis for the ECC as it continues to grow by providing operational support.

**Goals and Objectives of the Committee**

The goals and objectives of the ECC Finance Committee are:

- To create sound financial operating procedures. This goal will be achieved by drafting an initial set of operating procedures to be reviewed, discussed, and approved at the October 2010 Synod. Annually thereafter, the committee will review and modify procedures as needed.
- To provide oversight and direct support as needed to the Administrator and Treasurer on budgetary matters. This goal will be achieved by regularly meeting and reviewing expenditures, spending trends, actual/planned income, fundraising activities, and future needs.
- To advise the HOL and HOP on long-range financial planning which will allow ECC Leadership to make prudent and timely financial decisions. This goal will be achieved by soliciting input from ECC communities regarding needs, recommendations, resources, and priorities.

**Article I. Committee Composition**

Section 1.01 Members of the ECC Finance Committee shall be any member within the HOL of an ECC community or ministry that is in good standing. Under special circumstances this condition may be waived by the committee. An ECC community or ministry is considered to be in good standing if they are giving as suggested under Canon 6.1.

Section 1.02 Additional Members of the Finance and Budget Committee shall be:

- (a) The Chair of House of Laity or an appointed delegate.
- (b) The ECC Comptroller.

Section 1.03 All members of the ECC Finance Committee shall be voting members except the ECC Comptroller.

**Article II. Committee Leadership**

Section 2.01 The committee chair shall be selected from its current members who will then be approved by the House of Laity Chair. Any member of the committee may be chair except for the Chair of House of Laity, their delegate, or the ECC Comptroller.

Section 2.02 Duties of the chair.

- (a) Shall serve Treasurer of the ECC and on the HOL Steering Committee.
- (b) Call and conduct meetings (or appoint a delegate).
- (c) Prepare meeting agendas.
- (d) Guide committee discussion.
- (e) Cast the tie breaking vote in any matter that is voted upon.

**Article III. Committee Meetings**

Section 3.01 Meetings of the ECC Finance Committee

- (a) Shall be held at least once in each quarter of the calendar year.
- (b) Shall be held via conference call or in any manner the committee deems appropriate.
- (c) At least one face-to-face meeting shall be held at the synod.

Section 3.02 The quorum requirement for any ECC Finance Committee meeting shall be a simple majority of the current voting members.

Section 3.03 Voting

- (a) All decisions of the ECC Finance Committee shall be by consensus as defined by Dictionary.com, i.e., “general agreement or concord; harmony.”
- (b) If a committee member feels there is a need for a vote, said committee member will voice his/her opinion to the committee during its meeting.
- (c) A simple majority of the members present for the meeting shall decide matters that require a vote to be taken.

Section 3.04 Agendas

- (a) Will be prepared by the chair or his/her delegate.
- (b) Sent out at least three (3) days prior to the meeting by the chair or his/her delegate.
- (c) Shall include the conference call number and code.

Section 3.05 Minutes

- (a) Will be taken by the ECC Comptroller.
- (b) Will include items discussed during such meetings.
- (c) Will be sent out to committee members in a timely manner but prior to the following meeting.
- (d) Will be made available to ECC communities or ministries to review.

**Article IV. Budgeting**

Section 4.01 Budgets – Two (2) budgets, covering a total span of two (2) years, will be prepared by the ECC Finance Committee and presented to the HOL.

- (a) The first will be a budget for the next or upcoming year which the HOL will approve during the synod.
- (b) The 2<sup>nd</sup> budget will be for the next or following year, which the HOL will tentatively approve during the synod. This budget will receive its final approval by the HOL and confirmed by the HOP and Presiding Bishop per Canon 2.4. prior to its implementation.

Section 4.02 Historical data is to be used to prepare budgets for the upcoming years.

Section 4.03 Balanced budgets

- (a) Every effort shall be made to prepare a balanced budget.
- (b) If the ECC Finance Committee presents a budget that is not balanced there must be sufficient funds in the retained earnings, i.e. carryover funds, from prior years to handle the deficit.

Section 4.04 Any person or department requiring funds from the budget needs to submit a written request to the ECC Finance Committee chair for the monies to be included in the budget. Currently this includes, but is not limited to, the Presiding Bishop, the ECC Leadership Council, and the Administrative office.

- (a) All requests for monies to be included in the budget need to be submitted to the ECC Finance Committee by way of the ECC Comptroller at least four (4) months prior to the synod.

Section 4.05 The ECC Finance Committee requests all communities and ministries to provide their pledge amounts for the following year to the ECC Comptroller no later than November 1.

Section 4.06 The ECC Comptroller has the ability to move monies between line items providing:

- (a) The total of the budget does not change AND
- (b) The change is 10% or less than the total line item.

**Article V. Non-budgeted items**

Section 5.01 Any item that is not budgeted shall come to the ECC Finance Committee for approval prior to the disbursement being expended.

Section 5.02 In the event of an emergency expenditure that cannot wait until the next scheduled meeting of the ECC Finance Committee the requester will email members of the ECC Finance Committee, by way of the ECC Comptroller, for consideration of the emergency expenditure request. The email will include:

- (a) An explanation of why the expenditure is necessary and
- (b) What benefit the expenditure will be for the ECC.

Section 5.03 Since the ECC operates on a balanced budget that consideration for approval of the expenditure is based upon the projected availability of funding, if any.

## Article VI. Financial Reporting

Section 6.01 Financial statements are to be sent out quarterly to ECC communities and ministries as well as the Presiding Bishop, the ECC Leadership Council, and other interested parties by the ECC Comptroller the month following the close of the calendar quarter. The financial statements include:

- (a) A current balance sheet,
- (b) A current P&L, and
- (c) A current budget vs. actual sheet,
- (d) Along with a letter to each community showing their yearly contribution received as a percentage of their pledge. The goal of this type of financial reporting is to:
  - (i) Validate the current record status of the community/ministry's tithe
  - (ii) Provide an update on the ECC's current financial status
  - (iii) Allow a better understanding of how any one particular community/ministry is "helping the whole."

## Article VII. Tithing

Section 7.01 All ECC communities and ministries are requested by Canon 6.1 to tithe a minimum of 5% of their gross income to support the ECC national office. Also, no one community or ministry is obligated to give more than 10% of the national ECC budgeted income.

Section 7.02 Quarterly tithing is required by Canon 6.1, but ECC communities and ministries are encouraged to pay their tithe monthly to ease cash flow.

Section 7.03 Communities and ministries falling short on their tithes will be contacted by an ECC Finance Committee member to discuss possible solutions.

## Article VIII. Credit purchases (including credit card purchases)

Section 8.01 It is not the intent of the ECC Finance Committee to use credit to make purchases. However if credit purchases must be made then any and all credit purchases must receive ECC Finance Committee approval before those purchases are completed unless they are included in the approved budget.

Section 8.02 Credit card charges for pastoral visits that will be reimbursed by the community being visited are an exception.

## Article IX. Reimbursement/Payment Policies

Section 9.01 No expenditure shall be paid or reimbursed by the ECC Comptroller unless this expenditure is included in the approved budget.

Section 9.02 Requests for budgeted reimbursement must include receipts sent to the ECC Comptroller. No reimbursement will be made without a receipt.

Section 9.03 The ECC Finance Committee strongly urges the use of tax exempt certificates to save money when appropriate.

Section 9.04 Any item not budgeted shall be subject to Article V of this document.

Section 9.05

Section 9.06 Local communities are asked to make a donation to the ECC national office in addition to the annual tithing when they hold special fundraising events that are not included in the original pledge amount.

Section 9.07 Additional fundraising ideas will be entertained by the ECC Finance Committee in the future.