

FINANCIAL SECRETARY

The duties of this office include:

- A. serve on the Operating Board;
- B. develop, implement, and maintain programs for receiving, counting, accounting for, and disbursing funds according to generally accepted accounting principles, including:
 - 1. develop and maintain a Corps of Counters
 - 2. develop and maintain programs for the safe deposit and keeping of all funds.
- C. report the offerings of this congregation regularly to this congregation
- D. prepare the annual budget
- E. maintain a record of all individual contributions and gifts
- F. maintain a record of worship attendance
- G. prepare and provide a written monthly financial report to the Church Council
- H. prepare and provide an annual written financial report to this congregation
- I. analyze quarterly the financial status of this congregation and report it to the Church Council
- J. oversee the work of the congregational treasurer; appoint and oversee the position of TREASURER. The treasurer shall be bonded.
- K. serve as Salem's primary liaison with financial institutions; and
- L. serve as Salem's chief financial officer.
- M. The financial secretary shall be bonded. The officers have only such authority as may be delegated to them by this congregation and exercise such authority in accordance with the constitution, bylaws and resolutions of this congregation.