St. Barnabas Episcopal Church

Office of Finance

January 2020

On behalf of the Treasurer of St. Barnabas Episcopal Church, welcome to the 2020 Vestry.

This short briefing is intended to provide an overview of the St. Barnabas financial operations.

TREASURY MISSION

Undertake financial operations such that enable St. Barnabas to fulfill the mission and ministries of the Church and of the parish.

VESTRY FINANCIAL DUTIES

* Review financial issues that arise and pertain to the parish of St. Barnabas Episcopal Church.
* Grant Vestry approval or denials of financial requests or requirements or expenditures and income.
* Manage the overall financial goals of the parish via review and approval of the annual budget, parochial report, financial audit, etc.
* Participate on Sunday Count Teams to count, record and deposit weekly giving.
* If necessary, provide assistance to Treasurer with the management of income and expenses.

FINANCIAL FUNDING PROCESS

The two major avenues for funding outreach or expenses are;

* A rector, vestry member, ministry director or other leading body can submit a motion to the Vestry requesting funding. The Vestry will deliberate and shall approve or deny the request.
* The Finance Committee can submit a motion to the Vestry requesting funding. The Vestry will deliberate and shall approve or deny the request.

FINANCIAL SEASONS

The following is a brief detail of the financial year:

* January – Stewardship campaigns begin
* March 1 – Parochial Report due to Diocese of Virginia
* June through August – Period of slow financial and parish activity
* August 31 – Audit of Church Accounts due to Diocese of Virginia
* Mid-November – Stewardship pledge cards due at Ingathering
* December – Pledges due by end of year; busy period due to yearly closeout

MISCELLANEOUS

* You should receive a key from the parish administrator, and may be asked to open, close or otherwise secure our facility.
* Please use reimbursement forms in the office to submit reimbursement requests for parish or ministry expenses. Expenses are usually approved by the Treasurer, check reimbursement issued by book keeper (Maria Bottlick) and mailed by the parish administrator.
* When in doubt, please route coordination activities to the parish administrator and rector and cc the Treasurer (if funding is required).

CONTACT

Please feel free to reach out to any members of the Finance Office:

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| Role | Name | Email |
| Treasurer | John Westerlund | [jwesterlund@gmail.com](mailto:jwesterlund@gmail.com) |
| Asst Treasurer | PJ Kennedy | [hawkfan311@gmail.com](mailto:hawkfan311@gmail.com) |
| Book Keeper | Maria Bottlick | malena0203@yahoo.com |
| Parish Admin | Catherine Dubas | stbarnabaschurch@outlook.com |