

# All Things New

## Finance Ministry Team

### Overview

Financial stewardship is an important ministry. ATN's Finance ministry provides oversight to all aspects of ATN's finances which includes:

- Ministry Financial Planning
- Financial Reporting
- Income Management
- Expense Management
- General financial operational policies and guidelines

### Ministry Financial Planning

ATN uses an annual Ministry Financial Plan (MFP) to both budget for anticipated expenses and to evaluate actual expenses in relation to the plan. The team's Planning responsibilities involves:

- Assisting Ministry Leaders in developing their MFP proposals
- Assessing MFP proposals based on...
  - Determining an estimated income
  - Estimating fixed expense
  - Proposing how much to
    - Accrue for 'rainy day' purposes
    - Make available for staff expense increases
    - Make available for discretionary expenses
  - Proposing how to adjust the proposed MFP
- If necessary, providing ministry leaders with an adjusted total, and coordinating with them in the development of an adjusted MFP
- Presenting MFP proposals to ATN's Leadership team; adjusting as agreed
- Presenting the MFP proposal to Partners; adjusting as agreed
- Establishing approved MFP for upcoming year
- Reviewing and adjusting approved MFP over the course of the year as needed, potentially declaring seasons of 'Controlled Spending' in the face of income shortfalls.

### Financial Reporting

Accuracy and transparency in the reporting of ATN's income and expenses is critical. To help ensure this, the finance team oversees the work of the church bookkeeper and any volunteers involved in either collecting or expending ATN funds. This oversight includes:

- ATN's chart of accounts
- General ledger income/expense and balance sheet reporting
- Quarterly Reports provided to ministry leaders showing MFP, Expense to date, balance.

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- Reporting as required by denomination
- Individual donation summary reporting
- Monthly financial summaries to Leadership Team

### Income Management

ATN's ministry relies on faithful giving from the congregation. It also relies on proper handling and accounting of all such gifts. To achieve this, the team:

- Provides guidance to volunteers who oversee collection of donations at worship services and other events
- Oversees online donation receipts
- Coordinates with Communications Team and Pastor to optimize messaging about giving

### Expense Management

The MFP, in conjunction with expense related policies and guidelines, is the framework within which expenses are incurred. The finance team:

- Oversees and ensures accurate accounting of all expense payments including
  - fixed and recurring costs
  - payroll reporting and contractor payments
  - discretionary expenses
- Identifies any deviations from approved MFP line item totals and works with ministry leaders to resolve them
- Determines when to institute a season of controlled spending, and provides strict oversight of spending during these times

### Financial Policies and Guidelines

Ministry leaders operate within established and documented policies and guidelines. The finance team:

- Proposes policies, guidelines, procedures, and forms regarding
  - Planning
  - Income
  - Expenses
  - Reporting
- Presents and seeks approval from the Leadership Team as needed
- Publishes and provides this information to all ministry leaders
- Monitors compliance