

## FINANCE COORDINATOR

- Create a budget template with expected expenses and revenue.
- Present anticipated budget to team for approval (and to church staff if applicable).
- Input expenses and revenue throughout the year to track the budget
- Liaison with the church on budget issues.
  - This includes turning in receipts for reimbursement and comparing church's accounting with the ministry's tracking of the budget.
- Remind steering team to submit receipts and other budget reminders.