

**Building Project
Finance Task Force
A Board of Trustees Task Force**
September 13, 2016, Rev. February 14, 2017

Mission

The mission of the Building Project Finance Task Force (FTF) is to manage all aspects of the finances of the Building Project. The FTF reports to the Board of Trustees.

Membership

The FTF will be co-chaired by Laurence Kirsch and Andrew Wright. Dan Hill and Larry Ross are also members.

Duties

The FTF shall:

1. Set project financial policies, including those related to budgeting, contracting, and disbursements, subject to Board review and approval.
2. Collaborate with other building project task forces in developing a project budget, subject to Board review and approval.
3. Work with the Congregational Administrator in establishing project disbursement and accounting procedures, and in monitoring the implementation of those procedures.
4. Manage the project bank account(s) and insure that all disbursements receive confirming approvals required by project financial policy.
5. Develop solutions for interim cash flow needs and for long-term borrowing, if necessary.
6. Work with the Communications Task Force to provide timely financial information to the congregation, including supporting documentation for the Capital Campaign.

The FTF Chair shall be a member of the project coordinating group.

Termination

The FTF will dissolve once the building project, including its financing, is completed; or as directed by the Board.