
FINANCIAL CONTRACTOR

Newington Baptist Church Financial Contractor Policy & Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Gerald German	2/15/2020
2021	No Review due to COVID	
2022	Gerald German	3/09/2022
2023	Sharon Shelton	3/07/2023
2024	Gerald German	4/26/2024
2025	Gerald German	6/17/2025

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

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Financial Contracted Services (24.4 Referenced in the Personnel Committee) As of May 01, 2022, Newington Baptist Church contracted its financial services out to Straight Up Accounting LLC, Gloucester, Virginia. This service is now a yearly contract for Newington financial accounting services.

Contractor Principle Function: Provides financial accounting support for all church and preschool operations by maintaining Church Financial records and coordinates payment for operational expenses. Reports directly to the Church Treasurer and Stewardship Chair.

Contractor Responsibilities:

1. Posts receipts and coordinate disbursements of all accounts in accordance with General Accepted Accounting Principles utilizing designated accounting software.
2. The Financial Contractor and Treasurer will jointly open and reconcile bank statements.
3. Maintain records of invoices relating to monthly billing from all suppliers.
4. Prepare financial reports for the Stewardship Committee, monthly and annual financial statements.
5. Keeps giving records using specified software.
6. Prepare and send monthly, quarterly and annual, required government IRS reporting.
7. Receive and answer queries concerning financial matters, maintaining files of invoices, correspondence and reports.
8. Prepare and issue checks for payables in accordance with church policy.
9. Prepare and issue payroll checks for all employees on a monthly basis.
10. Maintain Newington Courthouse Preschool (NCP) bookkeeping records, issue checks for payables and payroll for employees.
11. Prepare financial reports of both NBC and NCP for the treasurer to present at church quarterly business meetings.
12. Be prepared for an audit as requested by the Board of Directors.

Contractor Position Requirements:

1. Can operate Windows based computer systems and office copier.
2. Can efficiently utilize and operate QuickBooks for Non-Profits and Excel.
3. Knowledge and education of Generally Accepted Accounting Principles.

