

Lighthouse Leadership Team Job Descriptions

Vice-President of Financial Development

As the Vice-president of Financial Development, you:

- Meet the Qualifications for Lighthouse Leadership (see Chapter 4)
- Believe God will more than supply the financial needs of the Lighthouse
- Become familiar with the Financial Digest
- Have a willing heart to work with numbers
- Understand the Biblical principles of being a generous and cheerful giver
- If yearly income is over \$50,000, call the Global Field Office – U.S.A. at Headquarters.
- Distribute your 1099-MISC forms before January 31st (if applicable)
- 1096 Form before February 28th.
- Oversee all the financial transactions of the Lighthouse by:
 - Collecting, counting, and depositing the offering
 - Keeping accurate records of all financial transactions in a ledger
 - Having the approval of the Leadership Team before making any expenditures or paying bills when using the Aglow funds
- Present a brief written financial report each month at the Leadership Team meeting that contains:
 - Monthly income and expenses
 - Beginning and ending balance
 - The balance of any restricted funds
 - Bank balance
- Bank statements are required to go to the President. This is required by the auditors of the Global Headquarters. After the President opens the bank statement and makes an initial check, the statement can be given to the VP of Financial Development.
- Complete the Annual Financial Report and mail to the Area Team by January 15 of each year
- Keep financial records for seven years
- Make certain any guest speaker/teacher receives a card by the end of the meeting containing:
 - Reimbursement for travel expense (see www.irs.gov for current mileage rate)
 - An honorarium (All Lighthouse teams give a minimum of \$100 for each honorarium. If your Lighthouse is currently NOT able to give \$100, begin to increase the amount you are giving until you reach \$100.)
 - Meals as are appropriate
- Provide written receipts for gifts of \$250 and over and for any donation where the donor requests a written receipt.
- Tithe monthly:
 - 10% to the Global Headquarters of the undesignated income
 - 2% to the Global Headquarters for the support of your Regional Director

- Send love gifts as the Leadership Team decides to:
 - Area Team
 - Regional Director
 - Global Headquarters
 - Each May receive and send a special offering to the State Prayer Coordinator
- Have the financial records reviewed at year-end by the **Area** Vice-president of Financial Development
- Encourage the Leadership Team to believe God for all the funds needed to carry out the work of Aglow in your community, including funds to send leaders to retreats and conferences
- **ASK** the Area Vice-president of Financial Development if you have questions regarding what can and cannot be done with Aglow funds
- Give all materials to the next officer who fills your position or to the President.