

Financial Procedures

Date of Procedures Approval:

Procedures Updated:

Procedures Owner: Finance Committee

Financial Reimbursements

Church members and friends can be reimbursed for money spent on behalf of the church. All requests for reimbursement must be submitted on an Expense/Check Request Form. (These forms are commonly called the green forms and are located on the church office door or on the church website). If money is spent on behalf of a committee, the chair of the committee must approve the expense.

Submit the completed form to the Treasurer who will handle the reimbursement.

Sunday Morning Cash Collection

Responsible	Action
Treasurer	1. Places the Sunday Offering Record form in the Bank Deposit Bag and gives it to the ushers on Sunday morning.
Ushers	2. Collect Sunday offering. 3. Count cash and checks. 4. Write total cash offering and number of checks on Sunday Offering Record form and place in Bank Deposit Bag with offering. 5a. Give Bank Deposit Bag to Treasurer or 5b. Give Bank Deposit Bag to Minister if Treasurer is not present.
Treasurer	6. Picks up Bank Deposit Bag from Ushers or Church Office. Combines Sunday collection with other money received during the week and makes the weekly deposit.

Roles and Responsibilities for Fundraising Activity

Sponsor of Fundraiser Expected to Generate \$150 and Over

1. Check the Church calendar to find out if your fundraiser conflicts with others already planned.
2. If there is no conflict, fill out the Application for Approval to Operate a Fundraising Activity. Also submit a calendar reservation form.
3. Put the completed application in the Board President's Box.
4. When planning the fundraiser, take into account: collection and reporting of sales tax, and tax-exempt for the Church.
5. Work with the Treasurer for any seed money that might be needed. Keep a record of receipts and disbursements.
6. Forward the Funds to the Treasurer for depositing.

7. Within 14 days of the end of the event, provide in writing to the Treasurer: record of gross receipts, disbursements, and net receipts.

8. *Board*

9. The Board will review Fundraising Applications according to the fundraising policy.

10. Respond to the applicant within seven days of the decision of the Board to reject or accept the Fundraising proposal.

11. *Treasurer*

12. Deposit the funds within 48 hours, write disbursement checks, and provide balance of separate funds.

13. Fill out sales tax forms.