

Minister's Discretionary Fund Policy

Date of Policy Approval: 2/11/2010

Policy Updated: 2/11/2010

Policy Owner: Board of Trustees

The use of the Minister's Discretionary Fund is at the minister's sole discretion. However, the intent is for members of the congregation to be the recipients of the Fund.

At all times the amounts of expenses shall be shown on financial records and made available upon Member request. However, the names of recipients will be known only to the minister.

For all expenses from the Minister's Discretionary Fund, the minister shall fill out an Expense Check Request and sign it as the requestor. To ensure confidentiality the "Payable To" area will be completed with "Recipient X." X is a sequential number.

The Treasurer shall determine the available Fund balance and process the check request only if the balance is enough to cover the check.

If the minister determines a need for emergency funds the minister shall contact the Treasurer for expedited processing.

During a ministerial absence the Chair of the Board of Trustees shall assume the minister's role in disbursing this discretionary fund.