

Budget Oversight and Amendments

Ministry teams are expected to monitor and stay within the budgeted amounts, as approved by the congregation. Amounts may be shifted between line items as desired, but the total must stay within budget.

Unbudgeted expenses may be made with approval as follows:

Up to \$500 annually Ministry Chair

\$501 - \$2,000 Ministry Chair and Treasurer, Asst. Treasurer or Finance Chair (note that this occurs when the check is signed)

\$2,001 - \$10,000 by vote of Church Council

over \$10,000..... by vote of Congregation

Cash Disbursement Procedures

Linda Keith prepares checks on a weekly basis.

Checks are signed by the Treasurer, Asst. Treasurer and/or Finance Chair, with two signatures required.

The Ministry Chairs should authorize expenditures in their areas and should be in close contact with staff members who routinely make purchases in their areas: for example, Linda Keith ordering office supplies or Bill Jones purchasing choir music.

Will, Linda, Al, and Wendy have church credit cards.

To expedite the process, Ministry Chairs can give blanket approval to pay certain vendors, such as the electric bill or the telephone bill.

A Request for Payment form is attached and may be used for non-routine expenditures. Receipts should be attached for all requests for reimbursement and are required by the IRS for any reimbursement over \$75.