

## Authorization of Funds Policy

Approved 11/8/18

It is the policy of Generation Church that all purchases made with church funds, or with the understanding of reimbursement with church funds, will have the appropriate level of authorization prior to approving purchases, contracts, or quotes.

These policies are intended to ensure all employees, leaders, and/or empowered volunteers have a clear and consistent understanding of guidelines for making financial agreements on behalf of the church and the correct level of authorization for such financial agreements.

### ACCOUNTABILITY

**POLICY RESPONSIBILITY** - This policy is issued and maintained by the Executive Pastor, who is responsible for its interpretation and revision.

**AUTHORIZATION RESPONSIBILITY** - It is the responsibility of the employee or leader approving the expenditure to ensure they have the appropriate level of authorization.

**NON-COMPLIANCE** - Non-compliance may result in disciplinary action including loss of future spending authorization, unauthorized purchases not being honored or reimbursed, loss of leadership opportunities and responsibilities, and/or possible employee termination.

### AUTHORIZATION LEVELS AND MONETARY LIMITS

Monetary authorization levels for employees, leaders, and empowered volunteers are assigned based on job responsibilities, expectations, accountability, and organizational burden.

Authorization levels mirror the categories outlined in the Generation Church Employee Handbook and follow the organizational tiers from the Organizational Chart and Leadership Pipeline.

Level 1 & 2	Executive Team	Unlimited
Level 3	Ministry Directors	Up to \$1,000
Level 4	Ministry Coordinators	Up to \$500
Level 5	Ministry Coaches	Up to \$300
Level 6	Team Leaders	Up to \$150

### MONITARY LIMIT EXCEPTIONS

\* Any transaction, either fixed assets, capitalized assets, or real estate transactions, exceeding 20% of the current Operating Budget's projected income must be authorized by the Trustee Board of Generation Church prior to purchase or entering into a contract.

\* Authorization for purchases, purchases, and/or reimbursements may be suspended at any time by the Executive Pastor for the purposes of managing cash flow and maintaining healthy account balances.