

Cash

- I. Checks will never under any circumstances be cashed out of Sunday offerings, weekday receipts or any other money.
- II. Checks will never be made payable to “Cash” from FBC to anyone.
- III. All bank accounts using the church’s name and/or tax number must be approved by church and will be reported on financial reports.
- IV. All monies, including regular offerings, fundraisers and love offerings, are to be deposited and church checks written for the disbursements, less applicable expenses, if any.

Receipts

Counting Committee

- I. The Counting Committee will consist of five (5) church members elected as Management Team members, plus the Treasurer and/or Assistant Treasurer.
- II. A Counting Committee team of two (2) Counting Committee members, one of whom can be Treasurer or Assistant Treasurer, will count all money received Sunday morning and Sunday night. Hereafter, this team will be referred to as “Counting Partners”.
- III. Management Team members will rotate each month so that no two persons are counting each month. This rotation schedule should also reflect no more than one family member as a counting partner at any time. The Treasurer and/or Assistant Treasurer will be a standing member of the counting partners. In the absence of both the Treasurer and Assistant Treasurer, two members of the Management Team of no relation will handle the counting responsibilities.
- IV. All Sunday night offerings will go to the general fund except for personally designated funds. Special occasion love offerings may also be received.

Sunday School and Worship Service Offerings

- I. The class secretary will be provided envelopes (an example is attached) with instructions for collection of Sunday School offering. The offering envelopes and loose cash along with class report will be given to the General Secretary of the Sunday School.
- II. The General Secretary of the Sunday School will record information from class reports and then place all envelopes in bank bag and then placed in a designated secure area.

Counting and Depositing Money Received on Sunday

- I. Duly elected Counting Partners will count money.
- II. At the end of the worship service, the Counting Partners for the day will
 - A. Immediately retrieve the bank bag, pick up offering plates and take them to a secured room.
 - B. Count loose money, record it on offering report and set it aside.
 - C. Checks that are non-tax deductible will be noted as non-tax deductible on contribution records. Charitable contributions must comply with IRS rules and regulations.
 - D. Total the amount of the money and checks removed from envelopes.
 - E. Place all money in bank bag and lock it in the safe in the presence of both Counting Partners.
- III. Treasurer will prepare deposit slips, stamp checks "For Deposit Only" and take deposit to bank on the next business day.
- IV. In Treasurer's absence, Assistant Treasurer will be responsible for Treasurer's duties.

Weekday Receipts and Offerings

- I. A numbered receipt book in triplicate will be used for all money and checks received during the week. All three (3) copies are required to void a receipt.
- II. Fundraiser and activity payment money
 - A. All cash and checks from fundraising event
 1. Two persons will count the money and write a receipt indicating fundraising event and amount.
 2. All money received will be deposited in bank as soon as posting is complete.
 - B. All cash and checks received by church officers and staff
 1. Person receiving money or check will write a receipt indicating purpose for money, amount, sign receipt and then give or mail the original receipt to donor.
 2. The second copy of the receipt, money and/or check will be given to Treasurer for processing.

Fundraisers and Love Offerings

- I. Fundraisers and love offerings are seen as a necessary function of acquiring additional funds above typical budget receipts. However, these functions should be the exception and not the normal. Fundraisers and love offerings may be requested through the Management Team who will approve and schedule such events. At least a one week notice for proper

review and promotion should be allowed before the event is announced and scheduled. All love offering proceeds will be reimbursed by a church check.

- II. In the event “up front” money is needed for a fundraiser, the requesting team should provide to the Management Team their request as well as the amount of “up front” money that will be needed. The Management Team will review and approve the request before a church check can be written. “Up front” dollars must be available through the respective team’s budget for this “up front” money to be provided by the church. Disbursements of fundraiser and love offering proceeds can be disbursed by the Treasurer without the review and approval of the Management Team provided all reimbursable expenses have been deducted from the dollars raised. Guidelines for providing expense receipts are to be followed as outlined in this policy under Expenditures/Reimbursements/Business Reimbursement/A. The Treasurer must be satisfied that all accountability parameters have been met before a check can or will be written.

Expenditures

Checking Account

- I. The church will vote on persons authorized to sign checks.
 - A. Two signatures will be required on any checks over \$ 5,000.
 - B. No more than one person in a family will be authorized to sign checks.
 - C. No more than one staff member will be authorized to sign checks.
 - D. Checks will not be signed blank.
 - E. Persons signing checks will review and initial all bills/invoices before signing checks. This person is accountable for checks signed and should question anything irregular.
- II. Reconciliation of bank accounts
 - A. The church treasurer will reconcile all bank accounts monthly.
 - B. Savings accounts and certificates of deposit will be reconciled upon receipt of statements.
- III. Bank Control
 - A. A letter of authorization from the church is required to open new accounts in the church’s name with church’s tax number.
 - B. A letter of authorization from the church is required before any changes are made to the present accounts in the church’s name with the church’s tax number.
 - C. The bank will send the bank statements directly to the church.
- IV. Authorization to approve bill payment
 - A. The Department Head will approve payment of bills for their department.

Disbursements

- I. Budget expenses
 - A. Receiving merchandise

All merchandise received will be verified with the invoice or packing slip and signed by person receiving merchandise. This invoice or packing slip is then attached to the statement.
 - B. Verification of all mission gifts and other designated gifts
 1. Each month the person designated to reconcile bank statements will verify amount of the checks for mission gifts and designated gifts against amount shown in financial report.
 - C. Salaries
 1. Ordained and non-ordained employees will be paid according to amount set up in current budget.
 2. The Management Team will decide employee or self-employed classification of persons hired according to guidelines set forth in the current SBC “Ministers Tax Guide”, (GuideStone Financial Resources of the SBC) section entitled “Determine whether each church worker is an employee or self-employed.”
 3. Any bonus, anniversary, birthday gift, etc. given to an employee is taxable when given from the church.
 4. Pay period begins first day of month and ends on last day of month. Employees will be compensated on the first of each month for services rendered the previous month. Currently our Pastor is paid one month in advance. This process has been in place since January 2009. This will continue, pending approval of this policy, until a change in ministry or a staff request is made to change.
 5. Contract employees (Interims) compensation will be handled on a case by case basis.
 6. Mileage and/or debit card use for personal vehicle expenses will only be provided to full time staff members for special events, i.e., approved out-of-town seminars, conventions, etc.
 7. No salary advances will be allowed without approval from Management Team Chairman and at least two other team members.
 - D. Benefits
 1. Vacation and Sick Pay

The Management Team will approve payment of vacation for both ordained and non-ordained personnel.
 2. The Secretary will keep a record of available vacation days as well as vacation days taken.
 3. All part time staff members are eligible for four (4) days paid vacation after one year of service. Ministerial part time employees will be allowed two additional Sundays for other ministry

opportunities. Full time staff members receive two (2) weeks paid vacation after one year service and will be allowed two other Sundays for revivals, etc.

E. Debit Card

1. One business debit card will be acquired with the church approved limit for church authorized purposes.
2. The debit card will be kept in the church office with person getting debit card signing out and in on log.
3. Itemized receipts will be required at the time the debit card is turned in, signed by purchaser and approved by Department Head and should include account line item to charge and purpose of item.
4. Debit card will be used for church business only.

Reimbursements

A Department Head must approve all reimbursements before payment is made.

I. Business Reimbursement

- A. Documented business expenses of employees will be reimbursed from the budgeted church funds in accordance with church approved reimbursement policy and limit set up in budget. Required substantiation for business expenses is paid itemized receipts for all purchases and paid receipts with names of persons involved along with purpose for all receipts.

Note: A cell phone is considered personal property and is not reimbursable.

Contribution Records

I. Designated Accounts

A. Tax deductible designated gifts:

1. All gifts designated for church approved projects (not individuals) will be recorded as tax deductible gifts.

B. Not tax deductible designated gifts:

1. All gifts designated for an individual will be recorded as not tax deductible.

C. Retention of offering envelopes:

1. Retain all offering envelopes for three (3) years after date of annual statement.

II. Payment for purchases

- A. Payment for any purchases such as fundraisers, suppers, etc. will not be recorded as contributions.

III. Contribution Statements

- A. Annual contribution statements will be available for donors to pick up by the 31st of January each year.

- IV. Non-monetary or tangible gifts
 - A. A statement on church letterhead will be sent promptly to person giving non-monetary gift stating the following:
 - 1. Name and address of person giving gift.
 - 2. Detailed description of the item including age and condition.
 - 3. Date the gift is received at the church.
 - B. The value of the property **will not** be stated on this statement, as it is the donor's responsibility to get the appraised value to be used for tax purposes.

Budget Amendments

Requests for budget amendments should be presented to the chairman of the Management Team by the chairman of the requesting team. The amount to be amended, as well as the reasoning for the amendment, should be in writing at the time the request is made. The Management Team will review the amendment request and will be responsible for placing the item on the agenda and the presentation to the church at the next scheduled business meeting. The requesting team chairman should be present at the business meeting when the amendment request is presented to the church to answer any pertinent questions, if there are any.

Financial Policy Review

The purpose of a Financial Policy Review is to evaluate how well the adopted policies are being observed and if the implemented policies are efficiently achieving the desired purpose. Properly conducted annual reviews can reinforce adopted policies, reveal weaknesses in implementing policies, and expose policies that may not be effective.

- I. A Financial Policy Review will be performed annually without notification to persons involved in implementing policies. The persons performing review will randomly select three months for the review.
- II. Committee
 - A. The church will elect a committee of three persons to perform Financial Policy Review. These review members will be recommended by the Administration Team.
 - B. The Financial Policy Review Committee will utilize the procedures set forth previously in this document to assure that the policies implemented by the church are being followed.
 - C. A report of the review will be given to the Management Team and then shared with persons implementing policies and also the church.

