

**POL-0**  
**Issue Date:** April 5, 2001  
**Revised:** April 9, 2002

## Index of Policies and Procedures

<b>Policy No.</b>	<b>Title</b>	<b>Issue Date</b>	<b>Revision Date</b>
POL-1	<a href="#">Delegation of Authority to Authorize Business Transactions and Agreements and to Commit Congregation Resources</a>	8/28/2001	4/9/2002
POL-2	Ethical Conduct – Conflict of Interest	In Draft	
POL-3	People		
POL-4	Safe Haven for Children		
POL-5	Equal Employment Opportunity		
POL-6	Internal Control	In Draft	
POL-7	Communication		
POL-8	Financial Management		
POL-9	Use of Facilities		
POL-10	Security		
POL-11	<a href="#">Teller</a>	9/18/2001	
POL-12	Worship Services		
POL-13	<a href="#">Youth Checking Account</a>	4/5/2001	10/10/2001
POL-14	Communion Assistants		
POL-15	Baptism		
POL-16	<a href="#">Petty Cash</a>	10/11/2001	
POL-17	Weddings	In Draft	

**POL-1**

**Issue Date:** August 28, 2001

**Revised:** April 9, 2002

**Delegation of Authority to Authorize Business Transactions and Agreements and to Commit Congregation Resources**

**Purpose/Summary**

This policy describes which decisions are reserved for the Congregation, which decisions are made by the Council or committees, and when committee decisions must be approved by the Council or Council decisions approved by the Congregation.

**Supercedes:**

**Applies to:**

All congregation

**Maintained by:**

Congregation Council

**Authority Reference(s):**

Constitution, C12.05a

C01-034a, "Check Policy – Recommendation", Adopted by Congregation Council, September 17, 2001

C02-008. "Revision to Expense Approval Process", Adopted by Congregation Council, April 9, 2002

**Approved by:**

Congregation Council

**Summary of Changes to Title Page:**

Added revised date and authority for revision.

## **General**

Authorized signatories on the congregation checking account shall be the president, vice-president and treasurer of the current council. (C01-034a)

At the establishment of a new council, signature cards of the previous council shall be rescinded and new signature cards shall be established.

Any council member may authorize a disbursement for items included in the current year's approved budget. No council member may authorize and sign a disbursement (check) for the same item. No person shall request and authorize the same item. All requests for disbursement shall be accompanied by a completed expense request form.

The council member approving any expense shall ensure that the following checklist has been used and questions answered satisfactorily prior to authorizing the expense. Any expense not satisfying the conditions for approval shall be presented at the next council meeting for approval.

All transactions or funds transfers between accounts over \$4000 require two authorized signatures.

## **Commitments reserved for Council authorization**

The council reserves the authority to approve all expenditures.

Only the authorized council member may approve expenses for the following budget line items:

Benevolence

Advertising

Equipment rentals

Debt service

Salaries and staff benefits, continuing education expenses, pulpit supply

Utilities and property expenses

Stewardship

Hospitality/Spirituality

Capital Expense Items

Youth

Social Ministry expenses

## **Groups and functional delegations**

The council may delegate limited budget authority to committees or task forces through continuing resolutions, policies or charters.

The following individuals are assigned the responsibility to review expense requests for concurrence prior to submitting for approval:

Treasurer – bank charges, taxes and contracts approved by the council

Paid musician – guest music, music and instrument purchase, care of instruments expenses. The volunteer choir director shall coordinate expenses with the paid musician.

Sunday School Coordinator – education supplies and expenses

Communications specialist – newsletter resources and postage.

**Attachment A – Review/Approval Criteria and Thresholds for Review**

Type of transaction or expense	Threshold for Review		
	Criteria	Review/Approval Authority	Terms and conditions
<b>A. Programs</b>	Within adopted budget, all terms of checklist satisfied	Individual with responsibility for budget item as delegated by this procedure	> \$500 in aggregate require council concurrence
	Deviations from adopted budget	Council	
<b>B. Contracts &amp; Proposals</b>	All	Council or designated committee	> \$5,000 in aggregate require council approval
<b>C. Acquisitions &amp; Divestitures</b>	All	Council	
<b>D. Financial</b>			
<b>1. Banking relationships and interaction</b>	All	Treasurer	Execute allocated disbursement as directed, signatory to checking account
<b>2. Transactions involving deviations from pro forma payment terms and conditions</b>	All	Council	
<b>3. Insurance matters</b>	All	Council	
<b>4. Capital expense items</b>	All	Council	Items over \$4000 require two authorized signatures
<b>5. Budgetary and planning</b>	All	Congregation	Finance committee shall prepare preliminary budget with input from ministry heads,  Council shall balance budget against receipts, and prepare final budget
<b>E. Contracts and Legal</b>	All	Council	Some contracts require ratification by congregation per limits imposed in constitution
<b>F. Other</b>			

**Attachment B – Expense Request Form and Approval Checklist**

Requesting an Expense

Expenses are requested by means of an Expense Request form. A completed Expense Request form will include the date requested, date by which a check is needed, amount of the expense, brief description of what the payment is for, the account code the expense is to be charged to, the payee and a notation whether this is an advance that will be reimbursed later from fees collected for an activity.

- The authorized approver must sign all expense requests and ensure the procedures of POL – 1 have been observed
- All expense requests must be accompanied by the appropriate order form, invoice or receipt
- No pre-signed checks without amounts will be issued
- Someone other than the person signing the check itself must approve the check request.

Check requests should be placed in the Treasurer’s mailbox in the office. Check requests will be processed once each week.

Authorized Approvers

The authorized approvers lists consists of the Church Council members, and those to whom specific authority has been granted in POL - 1.

<b><u>Expense Request Form</u></b>	
Date _____	Date check needed _____ Amount \$ _____
Your name _____	Your phone number _____
Make check payable to _____	
For _____	
Budget Account Code _____	Approved by _____
_____ Check if this is an advance that is to be reimbursed later.	
<ul style="list-style-type: none"> <li>➤ Please attach purchase order, receipt or invoice to this request</li> <li>➤ Place check requests in the Treasurer’s box in the office</li> </ul>	

**Approval Checklist**

Questions for Requestor	If Yes	If No
1. Does the proposed line item expense exceed the monthly allocation?	Seek liaison approval  <input type="checkbox"/>	Submit expense request  <input type="checkbox"/>
2. Does the proposed line item expense plus the sum of the year-to-date expenses exceed the category year-to-date allocation?	Seek liaison approval  <input type="checkbox"/>	Submit expense request  <input type="checkbox"/>
3. Does the proposed expense exceed the total monthly category allocation?	Seek liaison approval  <input type="checkbox"/>	Submit expense request  <input type="checkbox"/>
4. Does the proposed expense plus the sum of the year-to-date total expenses exceed the total year-to-date category allocation?	Seek full council approval  <input type="checkbox"/>	  <input type="checkbox"/>
5. Does the proposed expense have the concurrence of the budget "manager" (e.g. musician, authorizing council member, etc.)	Submit expense request  <input type="checkbox"/>	Seek full council approval  <input type="checkbox"/>

Questions for Approver/Council	If Yes	If No
6. Is there enough cash in the general fund to cover the expense?	Approve request  <input type="checkbox"/>	Seek full council approval  <input type="checkbox"/>
7. Does the proposed expense cause either the category or total year-to-date actual expenses to exceed the corresponding year-to-date category or total budgets by more than 10%	Do not approve  <input type="checkbox"/>	

**POL-11**

**Issue Date:** September 18, 2001

## **Tellerling**

### **Purpose/Summary**

This policy sets the requirements for standard procedures for tellers to ensure that accurate financial records are maintained, weekly receipts are immediately deposited into the bank, and appropriate records are transmitted to the Treasurer and Congregation Council in a timely manner.

### **Supercedes:**

### **Applies to:**

All congregation

### **Maintained by:**

Stewardship Committee

### **Authority Reference(s):**

Policy POL-6, "Internal Control"

C01-028, "Establishment of New Teller Procedures", adopted by Congregation Council August 14, 2001

### **Approved by:**

Congregation Council

### **Summary of Changes to Title Page:**

None

### **Requirements**

1. Bring teller supplies to Archbishop Murphy and set in/by classroom on 2<sup>nd</sup> floor.
2. Ensure other assigned tellers are present immediately after service.
3. After service, gather offering plates and bring to 2<sup>nd</sup> floor counting area.
4. After counting, fill out three (3) copies of the weekly balance sheet:
5. Two (2) copies will go along with the giving roster to the temporary office.
6. One (1) copy will be placed in the teller box as a record.
7. Before leaving Archbishop, provide the (2) copies of the weekly balance sheet AND the giving roster to George Moffat (or whomever has the weekly timesheet that will be taken to the temporary church office).
8. One (1) teller will take the deposit directly to the night depository at any Washington Mutual bank location.
9. One (1) teller must make arrangements to transfer the teller supplies (2 boxes) to one (1) of the tellers assigned for the following week.

### **Responsibility**

It is the responsibility of the Stewardship committee to comply with this policy.

### **References and Related Procedures**

**POL-13**

**Issue Date:** April 5, 2001

**Revised:** October 10, 2001

## **Youth Checking Account Policy**

### **Purpose/Summary**

The purpose of the youth checking account is to provide a measure of liquidity to the Youth Director for advances on anticipated offset reimbursements. The youth checking account is not established with the intent of providing a discretionary use fund or a provision for circumventing the council's advise and consent to budgeted expenditures.

### **Supercedes:**

### **Applies to:**

Youth Director

### **Maintained by:**

Congregation Council

### **Authority Reference(s):**

Policy POL-1, "Delegation of Authority to Authorize Business Transactions and Agreements and to Commit Congregation Resources"

Policy POL-6, "Internal Control"

Policy POL-8, "Financial Management"

C01-009, "Petition to Council for a Youth Checking Account", approved as amended March 13, 2001

C01-020, "Authorized Signatories, Youth Checking Account", approved July 17, 2001

### **Approved by:**

Congregation Council

### **Summary of Changes to Title Page:**

None

## **Requirements**

1. All expenses shall normally be handled using the standard check request process. Those expenses that cannot reasonably be anticipated or for which direct reimbursement is expected may be drawn on the youth checking account.
2. The checking account shall be established with \$500 on advance of the FY2001 budget.
3. The checking account may be established at a bank of the youth director's choosing.
4. Authorized signatories on the account are the youth director, treasurer and one additional member of the church council. These signatures become null and void upon resignation, retirement or termination from the respective positions. New signature cards shall be reestablished upon election and appointment of a new council.
5. Bank account statements shall be sent to the treasurer for reconciliation and audit.
6. The youth director shall provide an accounting of all activity in the account to the treasurer monthly.
7. No additional funds are authorized to be transferred to the account.
8. The youth director may, at any time, petition for additional funds, with justification.
9. Checks drawn on the youth checking account are subject to the same accountability as on any other account. Year-end reconciliation and budget variance reporting shall include the combined expenses from the general and youth accounts.
10. The funds in the youth checking account are the property of Advent Lutheran Church, and may be recalled by the council at any time.

## **Responsibility**

It is the responsibility of the youth director to comply with this policy.

It is the responsibility of the treasurer to audit and reconcile transactions within the account.

## **References and Related Procedures**

**POL-16**

**Issue Date:** October 11, 2001

## **Petty Cash Account**

### **Purpose/Summary**

This policy sets the direction and standard for maintaining a fund for small emergency purchases for individual departments and supplies for the operation of the congregation.

### **Supercedes:**

### **Applies to:**

All congregation

### **Maintained by:**

Congregation Council

### **Authority Reference(s):**

Policy POL-6, "Internal Control"

C01-041, "Petty Cash Fund Proposal", Adopted by the Congregation Council, October 9, 2001

### **Approved by:**

Congregation Council

### **Summary of Changes to Title Page:**

None

### **Requirements**

1. A small lockable cash drawer shall be purchased and funded with a beginning balance of \$100 to be kept in a defined locations within the office of the council appointed person accountable for the account.
2. These funds will be for emergency purchases of office supplies, postage, etc.
3. All purchases or allocations from the drawer shall be recorded on a cash withdrawal slip indicating what the purchase or allocation was for and to whom.
4. If a purchase of items is made, a receipt for the purchase shall be attached to the withdrawal slip.
5. The Treasurer will defer to the Council for direction of how to assign the expense to the budget at any time it is felt the expenses are not within the emergency purchase guidelines.
6. At the end of each month the accountable individual and the Treasurer will reconcile the account.
7. The treasurer shall re-establish the \$100 account balance at the beginning of the month and record the expenses to the proper budget item.

### **Responsibility**

It is the responsibility of the council-appointed individual to comply with this policy.

It is the responsibility of the council to appoint from time to time, an individual charged with managing the petty cash account. It is further the responsibility of the council to provide a cash lock box.

It is the responsibility of the Treasurer to reconcile all withdrawal slips and receipts with the approved budget.

### **References and Related Procedures**