

# Financial Guidelines

## Purchasing/ Reimbursements

- The Ministry Coordinator overseeing that area of ministry since he/she is responsible for maintaining their budget must clear all requests for purchases/reimbursements.
- If the request is for an unbudgeted item, it must go through a more extensive approval process. The Ministry Coordinator should contact Donna who will then pursue the appropriate approvals before purchasing the item.
- Once approved there are several options:
  - Online purchases can be made by the church office in order to free the volunteer from having to outlay any money. Just send Donna a link to the item you would like ordered.
  - Some vendors bill us directly so always check with Donna when making a purchase to an unfamiliar vendor.
  - The volunteer may make the purchase and then turn in their receipt for reimbursement. Please write the name on the receipt to identify whom to pay.
  - Sam's Club requires a company check with our company card to get items sales tax exempt. Please request these from the office when needed.
- **We do not need to pay sales tax on any purchase.** Volunteers who do not use a sales tax exemption form waste hundreds of dollars every year. Please see Donna in the office if you need one. Some retailers, including Walmart and Hobby Lobby, require their own tax-exempt card. This too Donna can help with.

We do realize that emergencies happen and there will be occasions when a purchase must be made without prior approval. We simply ask that you follow these procedures to the best of your ability.

## Depositing Revenue

All money collected from events or sales need to be turned into the office as a deposit. If people need to be reimbursed, please turn in a request for reimbursement rather than paying them out of the collected funds. This procedure allows us more accurate tracking of what each ministry costs to operate and protects you from false accusations of improper handling of money.

## Budgets

A worksheet will be provided each Sept/Oct with the current year expenses and budget on which you will be asked to fill in your request for the following year's budget. If your budget requests are significantly more than the prior year *expenditures* or the direction of your ministry has significantly changed, please provide justification for your request. We want to continue to move ministry forward but at the same time use our limited funds wisely.

## In Conclusion

The purpose of these policies is not to micro-manage ministry or to hinder the ministry from going forward. We are all one body with one common vision and these procedures will better facilitate us moving toward our united goal. We are here to help and we understand that at times procedures need to be flexible. If you have questions or concerns, please do not hesitate to contact me.

Donna Siegesmund