

Proposed guidelines for spending and budget † April 2009

- I. Expectations of the finance committee
 - A. Each member must be a disciple of Jesus Christ.
 - B. Each member must affirm that they personally support the church financially.
 - C. Each member must affirm that they handle personal finances well.
 - D. Each member must affirm that they are able and willing to make judgment calls when necessary in preparing budgets or prioritizing expenditures.
 - E. All of the above descriptions must be true for a person to serve on the finance committee.
 - F. One member of the deacon body shall serve on the finance committee but shall not chair the committee.
 - G. The finance committee will prepare a budget by the July business meeting for the coming church year (September through August) whose maximum allowed total shall not exceed the total budget receipts from the previous calendar year (January through December).
- II. Expectations of ministry leaders
 - A. Each ministry leader must submit a detailed budget.
 - B. Each ministry leader must be the only person who gives approval to expenditures from his or her budget.
 - C. All of the above descriptions must be true for a ministry leader to have a budget line item.
 - D. Once a budget is presented by the finance committee and approved by the congregation, a ministry leader is authorized to spend money for those things that were budgeted, provided the church's monthly income allows.
 - E. If the ministry leader thinks it necessary to spend money on things not budgeted for, he or she must come to the finance committee for permission.
 - F. Once the ministry leader spends the total money allocated for his or her department, any and all further expenditures must be approved through the finance committee before they take place.
- III. Expectations of the treasurer
 - A. The treasurer will be authorized to write a check for an expenditure if and only if:
 1. A ministry leader requests the money from his or her own budget.
 2. The ministry leader has not yet exceeded the total of his or her approved budget.
 3. The current expenditure will not cause the ministry leader's budget to exceed the approved total.
 - B. If all four of the above stipulations are not satisfied, the treasurer must not pay or reimburse the expense.