

SONRISE CHURCH OF GOD PROCEDURES MANUAL FINANCIAL SECTION

1. ADDING/CHANGING ACCOUNT NAMES

Changes to the account names of the church are under the direction of the Treasurer. Money may be transferred from a different account or allocated by the Leadership Team.

2. AUXILIARY BANK/CHECKING ACCOUNTS

All auxiliary organizations, (Youth, Men, Women, etc.) of Sonrise church shall maintain their designated funds in the church account setup by the Leadership Team. It is to be funded by monies raised from their activities. Any auxiliary account, either checking or savings shall require approved vouchers signed by the person requesting funds, and an officer approved by that organization for a check to be issued by the church financial secretary. These funds shall be included in the monthly report to the Leadership Team concerning income and expenses and may only be spent upon the approval of the auxiliary organization. At the annual meeting, they shall present a report, breaking down funds raised and expended.

3. DAY-TO-DAY EXPENDITURES OF THE BODY

All expenditures of the church should be either in the budget or must be presented to the Leadership team for approval.

Any expense that is budgeted, and for which there is a budget category, may be expended by the designated TEAM leader without further approval, WITH THE FOLLOWING EXCEPTIONS

- a) Any time the Sonrise Leadership Team has frozen any or all budget items.
- b) Any amounts that exceeds, 10% of the annual budget for the account being charged must be approved by the Leadership Team.
- c) All purchases shall be made by the TEAM leader, or their designee. The receipt shall be turned in for reimbursement within thirty (30) days.
- d) Nothing shall be *charged* to the church without proper approval. Failure to get approval may result in a charge being denied by the church.
- e) ALL CHARGES AND RECEIPTS FOR REINBURSEMENT SHALL BE ACCOMPANIED BY THE BUDGET ACCOUNT CATEGORY AND COMPLETED REIMBURSEMENT FORM. Reimbursement shall be paid within ten (10) days of submission of the proper form when it is possible to do so. (Form available in church office)

4. IN/OUT ACCOUNT

We have a special In\Out income account as well as an In\Out expense account. These are intended for items such as Christ Birthday Offering or a love offering. These could be used for special collection items also. These

monies would NOT be tracked for budget church tithing to missions. These items shall be tracked for future budgeting information.

5. PETTY CASH FUNDS

The Sonrise Leadership Team may set up petty cash accounts, as they deem necessary. The church Treasurer will review all petty cash accounts at least every 6 months.

6. GOOD SAMARTIAN FUND

The church shall maintain the Good Sam fund as a separate account of the church. The pastor and the church treasurer shall be individual signatories on this account.

- a.) The key purpose of this account is to help church families with emergencies that may arise including the need for food and paying bills.
- b.) The pastor may write checks to any family up to \$500 in any one calendar year before getting approval for further funds for that family from the Sonrise Leadership Team.
- c.) The Pastor, Treasurer and the Leadership team are required to maintain all information about the families receiving such funds as confidential.
- d.) The pastor is not required to get previous approval of the expenditure of these funds. He may help families outside of the Sonrise Church family as he deems appropriate, but is not required to do so.

7. POSTING OF MONTHLY FINANCIL REPORTS

The Leadership Team recording secretary shall post the following three reports each month after they are approved at the meeting.

- 1.) Current cash fund balance report
- 2.) Budget report for the previous month
- 3.) Approved minutes from the previous month's meeting.

8. Expenditures of Youth Funds

- 1.) The churches 'Leadership TEAM' is to have the oversight of all youth funds expenditures.
 - a. Youth funds are to be kept as part of the churches designated accounts.
 - b. Youth funds expenditures must be approved by the pastor or the designated youth director, and one elected member of the Sonrise Leadership TEAM.
 - c. All Expenditures are to be properly recorded and reported to the Leadership TEAM.
- 2.) Scholarship for youth events are to help Sonrise youth attend church sponsored events or camps.
 - a. Funding of youth events and camps is to be primarily the responsibility of the youth's family.
 - b. Partial scholarships may be provided for youth camps and events to be determined by family need, availability of funds and proper approval.
 1. A scholarship form must be filled out and submitted at least 2 weeks in advance for each individual scholarship requested. (Scholarship forms attachment A)
 2. The individual who is to receive the scholarship must have attended Sonrise for the preceding 6 months and have been present for 50% or at least 13 of the morning worship services during that six month period.

Form A
APPLICATION PROCEDURE FOR A SONRISE CHURCH
PARTIAL YOUTH SCHOLARSHIP

Name of Person attending youth event that SCHOLARSHIP will be used for:

Address/City/State/ZIP _____

Phone Number _____

Event requesting Scholarship for _____

Date of Event _____

Total Cost of event \$ _____

Amount of Scholarship requested for this event \$ _____

Name of person submitting scholarship (if different than above).

Address/City/State/ZIP _____

Phone Number _____

The youth this scholarship is for has attended Sonrise church for the preceeding six months and has been in 50% or at least 13 of the morning worship services during that six month period.

Signature _____ Date _____

Office use only

Amount Approved \$ _____

Approved by _____ & _____

Date Approved _____