

North Park Wesleyan Church Fiscal Policy

Fiscal Foundations:

- ✚ Money is a means of enabling ministry.
- ✚ Money is a personal and corporate medium of spiritual growth through stewardship.

Fiscal Goals:

- ✚ Stewardship
 - 1 months worth of expenditures in checking account
 - 2 months worth of expenditures in savings account
- ✚ Ministry
 - Money is to be a zero-sum entity – we are not to build bigger barns to store up our wealth (Luke 12:13-21); but rather to use our surplus for ministry.
 - 10% of our annual budget to Missions as a minimum.

Cash Receipts:

Cash receipts shall be counted and deposited by a team of at least two unrelated tellers as appointed by the LBA. One shall fill the role of Head Teller, and the other as Assistant Teller. There shall be Alternate Tellers as appointed by the LBA.

- ✚ Ushers
 - The Head Usher is to be a LBA-approved position who is both a member and submitted to the Leadership Commitments.
 - Each Service will have an Acting Head Usher, which shall be termed the “Lead Usher”. Lead Ushers must be pre-approved by the LBA.
 - The Lead Usher is responsible for the collecting of all cash receipts in the service. They shall be the one that gathers the moneys at the rear of the Sanctuary.
 - First Service: The Lead Usher meets the approved person to open the safe (not to be of the same household) at the rear of the Sanctuary prior to entering the conference/library room. Both are to witness the moneys deposited in an envelope and placed in the safe following the first service.
 - Second Service: The Lead Usher meets the approved person to open the safe at the rear of the Sanctuary prior to entering the conference/library room. Both are to witness the removal of the first service moneys and the combining of the same with the second service moneys. The Tellers for that week are to take over prior to the Lead Usher and the “Safe” person leaving the room. If the tellers are not available, all moneys are to be placed in the safe and the Treasurer and Head Teller informed of same.
 - This policy is in place to ensure there are at least two people from different households present to oversee the money at all times.
- ✚ Tellers
 - Empty offering plates
 - Count tithes and offerings

- Sort cash by denomination and total
 - Sort checks alphabetically
 - Write name and amount onto deposit slip and Weekly Giving Log
 - Stamp checks “For Deposit Only”
 - Log total giving for week in “Weekly Giving” notebook
 - Create adding machine tape from checks and cash to be deposited
 - Two tellers must be present and will take deposit bag into night deposit at bank.
- ✚ Treasurer
- Enter amounts in ledger and spreadsheet
 - Produce annual giving reports and donation receipts upon request

Process for the Establishment of a Designated Fund:

- ✚ Any person may request establishment of a designated fund or sub-category of an existing fund (e.g., church flooring as a subcategory of building and grounds fund).
- ✚ Said member must present either a verbal or written request to the LBA for approval. The purpose of the fund and how it furthers the mission of the church must be stated.
- ✚ Church emergency fund is under the oversight of designated giving.
- ✚ The LBA or its appointed officer(s) will have oversight of how said funds are spent. Donors may give recommendations as to expenditures, but the final decision rests with the LBA or its officer(s). All reasonable attempts will be made to honor the wishes of the donors.
- ✚ The LBA has sole authority to determine the closure of said funds. Upon closure, funds can be transferred within subcategories or returned to the general fund as deemed appropriate by the LBA.

Recommended Ongoing Designated Funds:

- ✚ Benevolence fund – LBA
- ✚ Building and Grounds – Trustees
- ✚ Missions – Missions Team
- ✚ Ministry – LBA/Ministry Leader

Cash Disbursements:

The Treasurer and the LBA Secretary are the only authorized signatories for NPWC checks.

- ✚ Treasurer
 - Receives and processes invoices from ministry leaders
 - Prepares accounts payable and cash disbursement journal on a weekly basis
 - Send out payments in a timely fashion so as to avoid fees and interest

Accounting:

- ✚ Bank Reconciliations – These will be performed on a monthly basis by the Treasurer for all accounts, and reviewed by the Auditor annually.
- ✚ Payroll
 - Tax Preparer
 - ✓ Prepares Forms 941, Employer’s Quarterly Federal Tax Return and NY State Quarterly Tax Return.
 - ✓ Prepares annual Forms W-2 and W-3 and state annual wage reconciliation.
 - Treasurer
 - ✓ Reviews and signs above reports and submits them to Federal and State Government
 - ✓ Issues Church Employee Payroll Checks with paystubs and maintains spreadsheet of same.
- ✚ Reporting
 - Treasurer prepares monthly financial report for review by Senior Pastor and the LBA.
 - Treasurer prepares bi-annual financial report for review by the LCC

Ministry Budgeting Policy:

- ✚ Line Item Budgets:
 - All groups will operate under a line item system of budgeting. The rules for such line items will be as follows:
 - ✓ Line item amounts shall be suggested by the Budgeting Team as appointed by the Local Board of Administration.
 - ✓ Suggested line item amounts will be presented to the Local Board of Administration who will in turn recommend the budget to the Local Church Conference for approval.
 - ✓ Lines items shall be paid out by the Treasurer on an as needed basis.
 - ✓ Dollars left over at the end of a budget year shall not transfer to the following year’s budget.
 - ✓ All amounts needed over budget shall require approval by the Local Board of Administration.

Fundraising Policy for External Ministries:

- ✚ Fundraising for outside groups will be allowed on the following basis:
 - The group and event must be approved by the Local Board of Administration.
 - A facility use form must be filled out four weeks prior, and turned in to the Local Board of Administration.
 - The fundraising time must be scheduled to fit into the church calendar.
 - These events should be spaced out as much as possible preferably no more than once every other month.

Fundraising Policy for Internal Ministries:

- ✚ Scheduling of fundraisers for internal ministries must go through the Local Board of Administration four weeks prior to the event.
- ✚ If, due to unforeseeable circumstances, 6-8 weeks notice is impossible, prior approval by the Executive Team will be necessary (Sr. Pastor, Vice-Chairman, Secretary, + Treasurer).
- ✚ All funds raised/collected on behalf of the church or its ministries are to be deposited each Sunday with the Tllers whether a fundraiser or payment for services rendered (e.g., camp expense, t-shirts purchased, etc.)

Purchases:

- ✚ Only the pastoral staff and the Trustees' Chairperson will be issued North Park Wesleyan Church credit cards, with the LBA Secretary being the authorized person for said cards.
- ✚ All persons other than ministry leaders require prior approval for purchases. Requests can be approved by a pastoral staff member, ministry leader or the Treasurer (based upon the availability of funds). No reimbursements will be made without pre-approval except in unusual circumstances to be approved by the LBA.
- ✚ Non-budgeted items and purchases over \$500 require the approval of the Local Board of Administration.
 - In an emergency situation, approval from the LBA can be made by phone or email contact.
- ✚ Receipts must be turned in to the Treasurer for every purchase. The receipt should include the purchaser's signature and budget line to be debited. Lost receipt forms can be used rarely in unusual circumstances.
- ✚ Sales tax will not be reimbursed.
 - Treasurer will provide tax exempt forms when requested.
- ✚ Purchases or services of \$500 or over should involve a reasonable attempt to obtain several estimates.
- ✚ Reimbursements will be made within thirty days.
- ✚ During times of financial hardship, as determined by the LBA, all spending must be preapproved by the Treasurer based on availability of funds.
- ✚ Credit card spending guidelines:
 - Maximum spending capacity collectively is \$2500 per billing cycle.
 - Purchases by credit card should only be made where other accounts are nonexistent.
 - All cardholders are to be in contact with the Treasurer regarding ongoing balance.
- ✚ Professional business expense spending guideline:
 - Purchases should be limited to church related business, office expenses, professional development and travel.
 - Personal gifts will not be included as a business expense.
 - Dining and meals for church related business will be limited to 15% of the budget line for business expenses.

11/2/10 (amended 3/5/19)