

[FINANCIAL POLICY GUIDELINES – BETHEL LUTHERAN CHURCH]

1	3/14/2010	<b>Establishment of Guidelines</b>	Council shall establish policy guidelines for church financial matters, as needed. Such guidelines shall be 1) maintained by the Council Treasurer 2) listed in sequential order, based on date of approval by Council; 3) shared with staff, Board Chairs and other members of the congregation, as needed; 4) amended or cancelled by Council, as needed.
2	3/14/2010	<b>Contracts - Approval</b>	Contracts or other agreements involving financial obligations by the church may be approved by staff, the Council Treasurer or the Council President, but only with knowledge and approval of the Pastor.
3	3/14/2010	<b>Contracts - Monitoring</b>	The Treasurer is responsible for monitoring the renewal or cancellation of contracts or other financial obligations that do not re-occur on a regular basis and contain deadlines that, if missed, may create additional financial obligations.
4	3/14/2010	<b>Annual Budget - Drafting</b>	Council shall draft the annual budget for the church and share that information with Board Chairs. Prior to the preparation of the final draft budget for approval by the congregation, Council shall provide Board Chairs a reasonable time for their response to Council, based on input from their respective Ministries.
5	3/14/2010	<b>Annual Budget - Distribution of Information</b>	Once the final annual budget has been approved by the congregation, each Council member assigned as the liaison to a Board shall provide the Board Chair a copy of the detailed budget, including funds allocated to each respective Ministry.
6	3/14/2010	<b>Annual Budget - Monitoring of Expenditures by Ministries</b>	In the event a Ministry expends funds in excess of its budget, the Council member assigned as liaison shall contact the Board Chair responsible for the Ministry and report back to the Council as to what action(s) were taken to address the situation.

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3/8/2010

Request for  
Reimbursement

Any individual requesting a reimbursement for Church- related expenses should complete a “Bethel Check Request” Form. Copies of the form can be obtained from the Church Office or the Bethel Website. Supporting documentation such as a receipt or invoice should be attached to the form as backup. Individuals should also note the budget line the expense relates to on the general ledger. Unless the individual intends to donate the reimbursement amount of expense back to the church, approval from the pastor or a program or project leader should be obtained for any expenses exceeding \$100.

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6/9/2010

**Financial  
Responsibilities of  
Ministry Board  
Chairs**

Each Ministry Board Chair is responsible for monitoring expenditure of funds within their respective Ministry to ensure that the Ministry budget is not exceeded. Therefore, Ministry Team Leaders should coordinate with the Board Chair prior to expending Ministry funds.

Where sufficient funds have not been budgeted for a particular Ministry expense, the Board Chair is authorized to re-allocate funds from another area within the Ministry Budget in order to pay for the expense. If sufficient funds are not available within the Ministry to pay for a necessary expense, the Board Chair should contact their respective Council Liaison, requesting Council approval to allocate additional funds to the Ministry from other funding sources (if available).