

## **Budget and Finance Policies Tabernacle Baptist Church**

1. All expenditures and debts not otherwise allowed by Budget and Finance Committee policy (items 2 through 8 below) should be approved by the Budget and Finance Committee, reviewed by the Deacons, and approved by the Church in Conference prior to the expense being paid or the debt being incurred.
2. **For Budget Accounts and Designated Accounts** -- Expenditures of less than \$500.00 may be made without the prior approval of the Budget and Finance Committee and the Church in Conference, provided that the following conditions are met:
  - a. The amount requested plus the amount already spent for the line item does not exceed the annual budget for that line item. (***This only applies to Budget Accounts.***)
  - b. The Financial/Office Manager has been consulted and verifies that funds are available to cover the expenditure and other financial obligations of the church.
  - c. The chairman or program head for that item has approved the expenditure.
  - d. The total cost of the event or initiative is less than \$500.00.
  - e. Expenditures may not be split between multiple line items or between multiple purchases.
  - f. The expenditure is reported to the Budget and Finance Committee at the next meeting of that committee.
3. If there are funds in a Designated Account that matches a Budget Account, to the extent of those funds, they may be used to pay regular monthly budget expenditures. (*Approved by the Budget and Finance Committee – September 15, 2009*)
4. If there is sufficient cash on hand and budget remains, routine and recurring expenses may be paid without the prior approval of the Budget and Finance Committee or the Church in Conference, provided that the expense being paid is within the range normally expected.
5. Emergency expenditures, which must be made due to pressing need and lack of time for ordinary approval, may be approved with the consent of both the Chair of the Budget and Finance Committee and the Chair of the Deacons, or their designees. Such expenditures shall be reported to the Budget and Finance Committee, the Deacons, and the Church in Conference at the next meetings of those bodies.
6. In keeping with the policies of the Church, benevolent expenditures are made at the discretion of the Pastor. (*Approved by the Church in Conference – September 28, 2005*)

7. The Buildings and Grounds Committee may pay for routine and recurring expenses of \$500.00 or more without the prior approval of the Budget and Finance Committee or the Church in Conference under the following conditions: *(Approved by the Church in Conference – April 25, 2010)*
  - a. Any such budgeted expenditure between \$500.00 and \$4,000.00 will be approved by the Chair of the Budget and Finance Committee before being spent to be sure the Church has the funds available and it is permissible to use them. The Chair of the Budget and Finance Committee will consult with the Financial/Office Manager to ensure the church has funds available.
  - b. If the expenditure exceeds the budget for the particular line item, monies from other line items of the Buildings and Grounds Committee budget that are underspent may be used, with the approval of the Chair of the Budget and Finance Committee, provided the overall budget is maintained.
  - c. All Buildings and Grounds Committee expenditures from Accounts #5508 and #8100 will be reported each month to the Budget and Finance Committee, the Deacons, and the Church in Conference for review.
  - d. Any budget item over \$4,000.00 **or** items **not** covered by the line item budget would still follow the standard process of approval by the Budget and Finance Committee and the Church in Conference.
  - e. Any emergency expenditure of \$500.00 or more that is not included in the approved budget will be approved before being spent, if possible, by the Chair of the Deacons and the Chair of the Budget and Finance Committee.
8. Upon approval by the church of a fundraiser for a specific event, the monies collected for that fundraiser may be appropriated for that purpose without additional approval by the church.
9. Prior to being established, Designated Accounts must be approved by the Budget and Finance Committee, the Deacons, and the Church in Conference.
10. Failure to adhere to Budget and Finance policy may result in the loss of spending privileges by an individual or committee, as deemed appropriate by the Budget and Finance Committee.

*Item #8 added and approved by the Budget and Finance Committee – September 11, 2012*