

NASHVILLE UNITED METHODIST CHURCH

FINANCIAL POLICIES AND PROCEDURES

The finance committee and the appropriate staff will administer the financial policies of the Nashville United Methodist Church.

I. RECEIPTS

A. Sunday Collections

There are two worship services and Sunday school each Sunday morning. Offerings are received at each event. The finance committee will provide a list of persons to serve as collectors. Each service will have a collection team of two unrelated persons. The early service team will place the offering in the night deposit bag and then lock the bag and keys in the safe located in the sacristy. The 11:00 service collection team will get the bag out of the safe after the service and place the offerings and the Sunday school collections in the night deposit bag. After the bag is locked, the bag key will be placed in the designated drop box located outside the church office. Both members of the collection team will then take the locked deposit bag to the bank, going in separate vehicles. This is to prevent or witness robbery. After the bag is deposited in the bank the bank deposit box key will be taken back to the church and placed in the designated drop box outside the church office.

The financial secretary, and his/her backup, will oversee the counting teams. The finance committee will provide a list of persons to serve as counters. On Monday mornings, the financial secretary and at least one counter will retrieve the money bags from the bank and bring them to the church office. The administrative assistant will have retrieved the money bag keys from the lock box and will give them to the counting team. The financial secretary and the counters count the money and complete the receipts forms and then all three sign the forms. The financial secretary prepares the deposit slip and then two of the three counters initial it. The money and the deposit slip are placed back in the bank money bag, the bag is locked and placed in the locked file drawer located in the church office. The bookkeeper verifies the amounts recorded on the deposit slip and two people take the money bag to the bank.

B. Other contributions/donations

All other contributions mailed or delivered to the church during the week shall be placed in a locked file drawer in the church office. The administrative assistant has the

key. The financial secretary and the counting teams count and process these funds along with the Sunday collections on Monday mornings. If, at any time, cash in the locked file drawer exceeds \$500.00, the financial secretary will be notified.

C. Programs/events

Other programs or events at which contributions are collected shall have a collection team of two unrelated persons who will count the money, complete and sign the receipts forms and turn them into the church office to be placed in the locked file drawer.

D. Designated giving offerings

If any offering is marked for a specific purpose for which there is no line item in existence, the bookkeeper may not create a new line item without the approval of the trustees.

II. STATEMENTS OF CONTRIBUTIONS

Statements for all contributions are to be mailed quarterly, annually, or at any time requested by the contributor. Statements shall also be mailed at any time requested by the finance committee. These statements shall include the amount contributed for all contributions with the statements for pledging members showing the original pledge amount, contributions as of the statement date, and any balance remaining to fulfill their pledge. Questions regarding the contributed amounts are to be directed to the treasurer, with wording on the statement showing that policy. Any questions regarding discrepancies are to be resolved collectively by both the treasurer and the bookkeeper. The treasurer is to contact the contributor to advise them that the question has been resolved. The bookkeeper shall maintain confidentiality in all matters regarding contributed amounts, as indicated above.

III. DISBURSEMENTS

A. Purchasing

Staff persons and lay leadership over work groups who anticipate the need to purchase literature, supplies, etc should plan in advance to submit purchase requests to the bookkeeper. Forms are available on-line and in the church office.

B. Check Requests

Chairpersons of each team and president of each class and work group are responsible for approving their team/group/class invoices and check requests. A copy of the check request form to be used is available on-line and in the church office.

C. Cash Advances

Cash advances must be approved by the group leader and may not exceed the balance in the account to be charged. Cash advances above \$3,000.00, in addition to the above conditions, must also be approved by the finance committee. All cash advances must be supported by receipts and unused cash.

D. Check Processing

All checks require two signatures. The following people have authority to sign checks: finance committee chairperson, treasurer, and bookkeeper. No blank checks are to be signed.

E. Credit Cards

The finance committee will approve the list of credit card holders and credit limit for each card. All receipts for items purchased with the credit card will be turned in to the bookkeeper who will check the receipts against the credit card statements.

IV. AUDITS

Internal audits will be performed by a team consisting of the auditor and two other members of the church to be appointed by the lay leadership team and the charge conference on an annual basis. An external audit or review may be performed by a certified public accountant as needed.

V. AMENDMENTS

The financial policies and procedures is a working document. The document serves to systematize the financial processes of NUMC and to ensure internal control and accountability. It may be amended by the finance committee upon a two-thirds majority at any regularly scheduled meeting or a specially called meeting giving notice to all members and ratified by the church council. Any proposed amendments should be submitted in writing to each member of the committee in advance of the meeting set for deliberation.

VI. CHANGE HISTORY

This is the first edition.

DATED: