

# **UUCWC POLICY AND PROCEDURES FOR DISBURSEMENT OF FUNDS**

## **A. WHO PAYS EXPENSES**

The Treasurer ideally makes all disbursements (payments to vendors, etc. for services, supplies, etc.) and where necessary reimburses others for any expenses they incur. Exceptions when you can pay them:

- a. An emergency
- b. You have prior approval from the Treasurer, such as for getting reimbursed for minor expenses for supplies or meeting materials that are within your budget.
- c. You are paying for expenses related to an event with part of the revenues you collect from the event(s) (for example, Sunday coffee hour contributions are used to buy related supplies, or you buy food for a dinner and reimburse yourself from donations or other income from the dinner), and the total is less than \$100. Note: in this case, you still must provide a summary of income and expenses for the event and remit any excess net income (not needed to cover future such events) to the Treasurer within the next 7 days.

To get reimbursed for any expenses incurred as described above, you need to complete an expense form (blank forms are in the Treasurer's mail slot in the church office) and submit it to the Treasurer, who will then issue you a check if the expense is approved.

If your committee does purchase certain items itself, please track any out-of-pocket contributions that are not reimbursed, so that we have a sense of what your true expense needs are. Also, if not inconvenient, please purchase any larger cost items that are to be reimbursed by the church *in NJ*, where we can use the church's exemption from sales taxes. The office has a form to document this at retail establishments.

If you foresee an upcoming expense that was not anticipated in your committee's budget, you need to meet with your committee's Board liaison and the Finance Committee (which includes the Treasurer) to discuss whether it is essential, can be deferred, should be paid for out of a reserve fund, or if there are other alternatives. If the Finance Committee agrees with need to fund the potential expense, it will then make a recommendation to the Board for final approval. The Board will attempt to promptly reply with its decision or if it needs additional information.

## **B. WHO FINANCIALLY OBLIGATES THE CHURCH**

You can financially obligate the church for an expense only if:

1. The obligation is for an anticipated, budgeted expense; or
2. You submit a request using the appropriate expense form in advance to the Finance Committee for review and they then obtain approval from the Board.

*Note: the Board may decide that you (or your committee), not the church, is financially liable for improperly made financial obligations.*

## **C. TRACKING REVENUES AND EXPENSES**

1. The Treasurer provides to the Board a report on all receipts and disbursements for the month and year-to-date. A summary by major line item is also provided to Council Members, but any committee can request a detailed report on its specific budget status. The Treasurer allocates any disbursements he or she makes on behalf of a committee to the committee's expense budget.

2. Any committee responsible for receipts and/or disbursements must maintain a written budget showing budgeted, actual, and anticipated amounts.
3. Committee budgets should be reviewed regularly. If a revision seems needed, it should be reviewed with the committee's Board Liaison and the Finance Committee.

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