

## Andrews Chapel UMC Voucher Procedures

---

*A local voucher system is in place to facilitate the payment of certain budgeted church expenses. All Nurture, Outreach, and Witness ministries are to use this voucher system. All special programs, expenditures for upkeep and repairs through the Board of Trustees, office and church supplies (unless ordered by an authorized person through an authorized office supply or Christian book store), budgeted music and speaker expenses for non-staff personnel and local benevolences are also to follow these procedures.*

The Treasurer will need all voucher requests at least two weeks before the date funds are actually needed. To meet this deadline, all Church Council work area chairpersons are to **submit voucher requests to the Church Council Chairperson at least 15 days before you need the funds.** The only exceptions to the two-week policy are emergency local benevolences, and emergency supplies/repairs for church facilities or equipment.

1. A voucher request requires two signatures before being submitted for payment. The first signature must be the chairperson of the work area requesting funds. The second signature must be that of the Church Council Chairperson. The Youth Minister is to sign vouchers for the Youth work area. See organizational structure of Church Council for those authorized to submit vouchers. **Vouchers must have proper, legible signatures.**
2. The Treasurer will review vouchers, write the check to correspond with the amount requested on the voucher, and forward the check to the chairperson of the appropriate ministry area.
3. The Treasurer will pay vouchers every two weeks.
4. When the individual in a particular ministry area makes authorized purchases before receiving funds from the Treasurer and asks for reimbursement, submit a voucher with two signatures to the Church Council Chairperson with receipts attached. The Treasurer will write a check only when receipts are provided. The Treasurer will then forward the check to the appropriate individual or to the chairperson of the appropriate ministry area.
5. Receipts attached to the vouchers must equal the amount of funds received. Return ALL unused funds to the Treasurer within two (2) weeks, using a voucher form. Please retain a copy for your records.
6. The Church Council Chairperson will compare each work area account monthly to the amounts budgeted to prevent expenditures from exceeding the annual budget.
7. If a ministry work area exceeds its budget before the end of the year and additional funds are required to complete the work of that ministry area for the year, the proper steps shall be taken to secure additional funding.

## Andrews Chapel UMC Voucher Procedures

---

- a. First, check with the Chairperson of the particular ministry area to request additional funds.
  - b. If funds are not available in that particular ministry area, request funds from the Church Council chairperson who will decide whether to shift funds from another work area.
  - c. If funds are not available through other ministry areas, the Church Council chairperson will request a budget amendment from the Committee on Finance. The Committee on Finance reviews and makes a recommendation to the Church Council. The Church Council will vote on the recommendation from COF.
8. Submit the original voucher (white) to the Council Chairperson who will submit it to the Treasurer. The Work Area Chairperson is to retain the second copy (yellow). The Church Council Chairperson will maintain the last copy (pink). The copies will be used to track expenditures for each work area. The Treasurer will generate an expenditure report at the end of each month for each Council work area. Work area chairpersons will compare the expenditure report against copies of authorized vouchers for accuracy.

*All members of the Church Council are encouraged to observe financial procedures and policies and to support officers and committee members who are responsible for implementing these procedures to under gird and support the mission and ministry of Andrews Chapel UMC.*