



Committee on Finance Policies and Procedures

*The ACUMC is a fellowship of believers called to witness to our
faith and to make disciples of Jesus Christ....*

Andrews Chapel United Methodist Church Committee on Finance Policies and Procedures

OVERVIEW

This Financial Policies and Procedures Manual has been prepared to provide one comprehensive document containing the financial policies of the Andrews Chapel United Methodist Church. It will include the financial procedures to which all officers, ministry teams, church members and staff must adhere as we strive to follow the biblical concept of stewardship. Our goal is to encourage discipleship as we seek to carry out the mission of our church. It is also intended to serve as a reference guide to all who are involved in church finances.

This document outlines the financial policies and procedures that undergird and support the mission and ministry of the Andrews Chapel United Methodist Church (ACUMC) of Jonesboro, Georgia. This document is intended to provide clear guidance to Committee on Finance members and ministry leaders on the procedures that safeguard appropriate use of church funds. The Committee on Finance focuses on the operational aspects of the church's finances and on making sure the day-to-day financial operations of the church are being operated successfully.

Although many of these guidelines have been in place for decades, it is important for long-standing and new members to understand and adhere to the principles and policies that provide a solid foundation to guide the church's attitudes and actions in financial matters. To that end, the Church Council will approve these written financial policies and procedures.

These financial policies and procedures form a working document that is in effect at all times. They serve to systematize the financial processes of ACUMC to insure internal control and accountability. They may be amended by a 2/3rd majority of the Committee on Finance at any normal Committee on Finance meeting or a specially called meeting for this purpose. However, any such amendments must be submitted in writing to each member of the committee in advance of the meeting set for deliberation. Any amendments must also be presented to the Church Council for approval.

All members of ACUMC will be encouraged to observe and support the financial policies, procedures, officers, and committee members who are charged with the implementation of the policies and procedures. Generic financial information will be open to scrutiny by the congregation; however a high degree of confidentiality regarding personal contributions and financial records will be maintained. Trust among the congregation, staff and volunteers at ACUMC is a valued commodity. In order to help facilitate this relationship, all Committee on Finance members, staff, and volunteers who have access to information on contributions will be required to sign a **Confidentiality Agreement (page 14)**.

WHAT IS THE COMMITTEE ON FINANCE

The *United Methodist Church (UMC) Book of Discipline* states that there shall be a Committee on Finance, elected annually by the Charge Conference upon recommendation by the Committee on Nominations and Leadership Development or from the floor. (*UMC Book of Discipline* ¶258.4)

The Committee on Finance shall be responsible for the collection, depository, distribution, and reporting of funds received from all sources of ACUMC.

The Committee on Finance shall compile annually a complete budget for the church and shall submit it to the Church Council for review and adoption. (*UMC Book of Discipline* ¶258.4)

The Committee on Finance shall be responsible for developing and implementing plans that will raise sufficient income to meet the budget adopted by the Church Council. It shall administer the funds received according to instructions from the Church Council. (*UMC Book of Discipline* ¶258.4)

The Committee on Finance shall carry out the Church Council's directions in guiding the treasurer(s) and financial secretary. (*UMC Book of Discipline* ¶258.4)

COMPOSITION OF THE COMMITTEE ON FINANCE

Adhering to the *UMC Book of Discipline* ¶258.4, the Committee on Finance shall be composed of the chairperson; the pastor; assistant pastor; a lay member of the annual conference; the chairperson of the Church Council; the chairperson or representative of the SPRC; a representative of the Board of Trustees; the chairperson of the ministry on stewardship; the lay leader; the financial secretary; the treasurer; and other members (i.e., counters) to be added as the charge conference may determine. The Committee on Finance chairperson, treasurer, financial secretary, and counters shall be bonded.

The chairperson of the Committee on Finance shall be a member of the Church Council. The positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members.

The Committee on Finance shall designate persons as counters to count the offerings. The counting committee will be elected by the Charge Conference.

When there is no stewardship ministry, stewardship shall be the responsibility of the Committee on Finance. The Committee on Finance may assign stewardship to a task group which shall report to the Church Council.

COMMITTEE ON FINANCE MEETINGS

The Committee on Finance shall have regularly scheduled meetings led by the chairperson. If the chairperson is unable to attend a meeting, the vice chair will assume responsibility for facilitating the meeting. A meeting cannot be held if both the treasurer and financial secretary are absent. Decisions will be made by a vote of a majority of the Committee on Finance members in attendance at the meeting. Only members of the Committee on Finance are eligible to vote for recommendations and motions made at the meetings. The financial secretary and treasurer, if paid employees, shall be members without vote. (*UMC Book of Discipline* ¶258.4)

CHURCH OFFERINGS

POLICIES

The Committee on Finance shall be responsible for clearly informing the congregation of the various financial offerings to which they may contribute. Currently the offerings (**descriptions on page 15**) at ACUMC shall be tithes and general expense pledges, loose plate (public offerings), benevolence, church school offerings, building pledges (Capital Campaign), J.W. Arnold Scholarship Fund, and special offerings (i.e., Food Bank).

The financial secretary shall post each member's givings to the authorized church management system at her/his earliest convenience.

PROCEDURES:

- Twice a year the Committee on Finance will make both a verbal announcement and written communication (church bulletin) to the congregation on the various financial offerings to which they may contribute.
- The Committee on Finance will ensure that there are sufficient financial envelopes available to the congregation and that there are adequate numbers of persons available to handle the collection of offerings at each service.
- The congregation will bring the tithes and offerings to God and the ministerial staff will dedicate the collected offerings to God at each service.
- The financial secretary shall post totals from the **Cash Receipt Voucher (page 16)** into the church management system under the following categories:
 - Tithes and General Expense Pledges
 - Loose Plate (public) Offering
 - Benevolence Offering

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- Church School Offering
- Capital Campaign
- J. W. Arnold Scholarship Fund
- Special Offerings – by name
- Miscellaneous income by name of organization

COUNTING COMMITTEE

POLICIES

- The Committee on Finance shall make recommendations for an appropriate size counting committee which will be elected to receive, count and deposit funds into the appropriate depository.
- To be a counter a person shall be:
 - An active member in good standing of ACUMC for at least one year prior to selection as a counter.
 - The sole member of his / her immediate family serving as a counter. Immediate family members include grandparents, parents, children, and grandchildren.
 - Trained by the financial secretary and shall work under the supervision of the financial secretary.
- Only duly elected counters shall open offering envelopes, count money, prepare deposit slips, and take deposits to the bank.
- At least two persons shall be present at all times prior to the offering being submitted for counting.
- There shall be two counters on duty at every worship service or church-related program to count all funds. If only one person is present, then the contributions will be locked in the safe and the finance chair shall be notified immediately.
- If there is a shortage of counters, the finance chair shall serve as a counter.

PROCEDURES

- Members of the counting committee will be responsible for counting and verifying the accuracy of all funds received at each offering on the **Cash Receipt Voucher (page 16)**.
- The counting committee will compare the actual funds received in checks or cash to total amounts reflected on envelopes to assure accuracy to the penny. The givings of all persons will be recorded on the **Total Cash and Check Offerings Form (page 17)**.

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- Members of the counting committee will stamp all checks for official deposit.
- Designated (earmarked) funds submitted by local church auxiliaries will also be counted, verified, and recorded by the counting committee. The financial secretary will provide each auxiliary with a **written receipt** reflecting funds received. The financial secretary will give an accounting of each group's submittal to the treasurer. Auxiliary organization treasurers will keep their own accounting of funds. All auxiliaries of the church will be allowed to maintain a petty cash treasury limited to **200 DOLLARS**. Funds beyond the limit will be submitted to the counting committee and deposited into the general church account.
- After a thorough verification of the accuracy of funds received, the amount of funds received in each category will be recorded on the authorized **Cash Receipt Voucher (page 16)**, including the signatures of those counting and verifying the funds.
- The counting committee will complete the appropriate bank deposit slip, place the deposit slip in a bank deposit bag, and seal the bag.
- An authorized depositor on the counting committee will take the bank deposit bag to the appropriate bank and make the deposit in the overnight depository. If the offerings are not deposited in the overnight depository on the day they are received, they will be securely locked in the church safe.
- The counting committee will make copies of the appropriate number of cash receipt vouchers and provide one to the treasurer, pastor and Committee on Finance chairperson.
- The financial secretary should keep the **original** Cash Receipt Voucher for her/his records.

BANKING

POLICIES

All church financial assets other than real property shall be deposited with reputable Federal Deposit Insurance Corporation (FDIC) insured financial institutions which provide regular, clear, informative, and auditable reports. The Committee on Finance shall recommend to the Church Council proper depositories for the church's funds. All funds received shall be promptly deposited in the name of Andrews Chapel United Methodist Church.

PROCEDURES

- The treasurer will ensure that a current listing of all bank accounts and investments is maintained and accessible, along with current signature cards for each account.
- Whenever a new church treasurer is officially elected the appropriate bank signature cards are to be secured and signed on all accounts within two weeks of the appointment date.
- Pursuant to bank policy when a new church treasurer, Committee on Finance chair and/or finance secretary is officially elected a new signature card shall be executed.

DISBURSEMENT OF FUNDS

POLICIES

The treasurer of the church shall have the responsibility of disbursing funds to pay all authorized local church expenses which include: salaries, invoices, monthly bills, benevolences, vouchers, and other budgeted and non-budgeted items. The treasurer shall take his/her directions from the Committee on Finance and Church Council in prioritizing disbursements to facilitate the approved church budget.

PROCEDURES

- All checks written on every church bank account will require two signatures, that of the treasurer and assistant treasurer. Only the treasurers elected at the most recent charge conference will be authorized signers of church checks on all accounts. The appropriate bank signature cards will be secured and signed on all accounts within two weeks of the appointment date of a newly elected church treasurer.
- Pursuant to bank policy when a new church treasurer, Committee on Finance chair and/or finance secretary is officially elected a new signature card shall be executed.
- The treasurer will provide a payroll schedule for paid church staff to the paymaster for timely payment of salaries and other compensations.

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- The treasurer will make disbursements to pay the District and /or Conference apportionments that are the church's connectional responsibilities.
- The treasurer will immediately submit to the appropriate entity special offerings collected from the congregation.
- The church secretary will date stamp invoices and monthly bills received and forward them to the treasurer for review and payment.
- The treasurer will refer questionable and non-budgeted bills/invoices to the appropriate ministry, work area or committee for verification or approval before payment is made.
- The Committee on Finance may require that budgeted discretionary expenses over a certain amount receive Committee on Finance approval before being paid. A motion passed by the Committee on Finance, recorded in its minutes and communicated to the appropriate chairperson, will be evidence of this requirement.
- A voucher system will be instituted to facilitate the payment of budgeted expenditures. The voucher system for all expenditures will adhere to the following process:
 1. All ministry/work area vouchers will be submitted on the **Voucher Request Form (page 18)** to the chairperson of the Church Council who will approve/sign and forward the voucher to the treasurer.
 2. The legible signatures of the work area/ministry chair and Church Council chair will be required on a voucher request before submission to the treasurer.
 3. An approved voucher for the request of funds will be submitted to the treasurer at least two weeks prior to the date funds are actually needed. The only exceptions to the two-week policy are emergency local benevolences and emergency supplies/repair items.
 4. After the treasurer reviews an approved voucher s/he will write the check to correspond to the amount requested on the voucher and forward the check to the appropriate person.
 5. The treasurer will complete the required information on the voucher form for each approved request and file the form as a Committee on Finance record. In cases where purchases are made or funds are used to pay for repair services,

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paid receipts or invoices shall be returned to the treasurer and attached to the voucher before filing.

6. In an emergency when an authorized purchase is made by an individual and a reimbursement of funds is requested, an approved voucher is to be submitted to the treasurer with purchase receipts or repair services attached. The treasurer will write the check to the appropriate individual.
 7. Receipts attached to vouchers must be equal to the amount received.
- All unused funds after the purchase is made will be returned to the treasurer within two weeks.
 - The treasurer will ensure that all vouchers, bills, and invoices are filed appropriately and the amount of each check written for all vouchers, bills, and invoices are posted to the appropriate expense account ledger.
 - The finance chair will ensure the amount of each check written for salaries, non-vouchers, benevolences, special offerings, conference/district apportionments, and authorized non-budgeted items will be posted to the appropriate expense account ledger.
 - The finance chair will ensure the cumulative balance of each expense account is compared quarterly to the amounts budgeted for each category to prevent expenditures from exceeding the annual budget.
 - The finance chair will ensure the cumulative balances of non-budgeted items are compared to funds received for these items to prevent the payment of non-budgeted items with budgeted funds.
 - The finance chair will reconcile monthly each bank statement to the account balance and to each account record.
 1. All voided checks will be immediately marked accordingly and filed. No checks are to be discarded.
 2. Returned checks will be handled promptly. If a new check is issued the old check is voided and filed. No checks are to be discarded.
 3. Payee checks returned will also be handled appropriately. The treasurer will forward returned checks to the financial secretary. The party responsible for the returned check shall be notified immediately with the **Returned Check**

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Notification Letter (page 19). A copy of this letter shall be temporarily filed with the returned check attached. If there is no response in an adequate length of time, follow-up is to be made for replacement of the returned check and a request for payment of applicable bank fees. If the check is replaced, it is re-deposited through the Counting Committee, and the returned check is returned to payee.

4. The treasurer will deduct the amount of the returned check from the checking account balance.

ANNUAL FINANCIAL EXAMINATION

POLICIES

"We intend that no one should blame us about this generous gift that we are administering, for we intend to do what is right not only in the Lord's sight but also in the sight of others." 2 Corinthians 8:20-21 (NRSV)

The *UMC Book of Discipline* states, "The committee (on Finance) shall make provision for an annual audit of the records of the financial officers of the church and all its organizations and shall report to the charge conference." (*UMC Book of Discipline* ¶258.4c)

A local church audit is an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and whether the law, the Discipline and policies and procedures are being complied with. (2nd edition of The Local Church Audit Guide prepared by the Internal Audit Department and the Committee on Audit and Review of the General Council on Finance and Administration)

The *UMC Book of Discipline* makes it mandatory that local churches have an audit to:

- Ensure that local church funds are used as designated by the Committee on Finance or by donors
- Set habits of fiscal responsibility to assure that when there is turnover in personnel there will be continuity in accountability and nothing will fall through the cracks
- Promote confidence in local church financial reporting
- Encourage greater giving
- Protect the treasurer from false accusation
- Provide checks and balances for monies received and expended

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Conducting a financial audit is not a symbol of distrust, it is simply good stewardship. It sends a message to those who make contributions that the church cares about their financial support.

An individual or firm that is independent of the church's financial accounts and records shall conduct the local church audit. The church treasurer, financial secretary, Committee on Finance members, or pastor shall be precluded from conducting the audit. In addition, spouses, other relatives, or close friends of these persons shall not conduct the audit.

The audit does not have to be conducted by a Certified Public Accountant (CPA) but the auditor shall have knowledge of accounting principles and internal control.

The Committee on Finance shall use a cash accounting method to reflect the financial health of the church.

ACUMC shall establish and implement procedures pursuant to these aforementioned requirements for a financial examination.

PROCEDURES

ACUMC will have a team of at least three persons to conduct an internal financial examination annually. Members of the Financial Examination Committee will be elected by the annual Charge Conference. Each member shall meet these qualifications:

- Is an active member of ACUMC.
- Has reasonable knowledge of the terms, concepts, and practices of financial matters.
- Demonstrates integrity, the single most important characteristic of a Financial Examination Committee member. In order for the financial examination to be useful and effective, the persons performing it must do so in an objective and impartial fashion, with the highest degree of integrity. The committee lends public credibility to the financial reports of the church.
- Does not serve in a church position where s/he is responsible for the church's finances. This includes the treasurer, financial secretary, Committee on Finance chairperson, pastor, or associate ministers and their spouses, relatives and close friends. To do so infringes upon the integrity of the examination.
- Will not function as a rubber stamp of approval for whatever is presented. To be truly effective, the Financial Examination Committee must be given the time, resources, and access that are needed for a comprehensive assessment.

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Beginning in 2016, ACUMC will also implement a quadrennial audit conducted by an external person or firm.

The United Methodist Church's local church audit guide will be used to form the work of the annual and quadrennial financial examinations. The Committee on Finance will ensure that the individual(s) or firm conducting the audit has a copy of the guide.

The finance chair is the liaison for financial examinations and is responsible for assuring that the laypersons or firm and their representatives have information needed by them to complete their work.

DEVELOPING AND FUNDING THE BUDGET

POLICIES

The fiscal year for ACUMC shall be from January 1 - December 31.

ACUMC's annual operating budget establishes the framework for the programs and activities that the church shall undertake during the year to accomplish its stated mission and goals.

The Committee on Finance shall be responsible for reviewing the annual budget recommendations of each work area/ministry to ensure the programs and activities are aligned to the church's mission and goals.

The Staff Parish Relations Committee (SPRC) shall provide the recommendations for staff compensation.

The Board of Trustees shall submit a budget for maintenance, projected purchases and improvements of the church property.

ACUMC shall be dependent on God's grace exemplified through the faithful and generous tithes and offerings of God's people to underwrite the church's ministry, missions, building, and benevolent needs. In keeping with this dependence on God's grace only two fundraising events shall be approved to meet the financial needs of ACUMC - the Calendar Tea held annually on the third Sunday in April and the Church Anniversary, held annually in November.

PROCEDURES

- Budget requests for the coming calendar year will be submitted on the **Budget Submission Form (pages 20-21)** to the Committee on Finance by each ministry/work area chairperson, SPRC and Board of Trustees on or before July 1st of each year.

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- The Committee on Finance will review the budget requests submitted to prepare the church's overall budget for each fiscal year.
- The Committee on Finance will present its recommendation for the church's overall budget to the Church Council by October 1.
- The Church Council will review the recommended overall budget and render final approval of the church budget at its November meeting.
- If unforeseen circumstances arise during the fiscal year, the Committee on Finance will recommend modifications to the approved budget based upon their knowledge and experience of the present and projected financial state of the church.
- The Committee on Finance will develop specific guidelines for planning, implementing and assessing the activities for the two annual church fundraisers - **Calendar Tea (pages 22-24)** and **Church Anniversary (page 25)**. The guidelines for each fundraiser will be communicated to the congregation in a timely manner and will include at a minimum the following items:
 - Procedure and criteria for selecting a member of the congregation to chair the committee that will plan and implement the annual fundraiser
 - Criteria for deciding the financial obligation that will be assigned to each church member and the collection process that will be used
 - Timeline for the fundraiser from planning to execution
 - Process and who is responsible for keeping the congregation informed before, during and after the fundraiser
 - Steps and who is responsible for engaging the participation of the congregation in the fundraising program and/or activities
 - Criteria and who is responsible for assessing the results (financial, participation, etc.) of the fundraiser
- The Committee on Finance will collaborate with the Board of Trustees to review requests for any additional fundraising activity to be held at or sponsored by the church and will make a recommendation to the Church Council for approval of the additional fundraising activity.

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- If there is no Stewardship Committee, the Committee on Finance will develop an annual plan for educating and motivating the congregation to tithe and pledge. The plan will be presented to the Church Council to review prior to implementation and will include:
 - Church bulletin inserts
 - Sermons focused on stewardship
 - Stewardship moments during the worship service

COMMUNICATION OF CHURCH FINANCIAL STATUS

POLICIES

It shall be a policy of ACUMC to strive to effectively communicate financial information to the congregation without being overbearing. The Committee on Finance shall define the quantity, frequency, and method of delivering financial information to the congregation.

Financial statements and/or expenditure records of the church shall be available to church members for examination by appointment. Each church member shall be provided a written statement semi-annually of his/her individual contributions.

PROCEDURES

- The financial secretary and the church treasurer will provide reports of receipts and disbursements at each Committee on Finance meeting.
- The finance chair will make a **quarterly report** on the church's current financial status and future financial outlook to the Committee on Finance and Church Council.
- The finance chair in consultation with the treasurer will prepare a written financial report on each of the church's bank accounts to be presented to the Committee on Finance and Church Council at each meeting. The financial report for each account will include: beginning balance, receipts for that given period, disbursements for that given period, and ending balance.
- The treasurer will present a financial report to the Church Council on the church's financial status including a comparative analysis between the actual income and expenses and the budgeted income and expenses at each meeting.
- The financial secretary will provide the congregation a **weekly report** of the total funds received for tithes and offerings to support the church budget.

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FORM: CONFIDENTIALITY AGREEMENT

Andrews Chapel United Methodist Church
122 Watterson Street
Jonesboro, Georgia 30236

CONFIDENTIALITY AGREEMENT

Recognizing that in the course of my duties, either as a paid employee or volunteer, certain personal and confidential information concerning members of the church, including but not limited to financial giving by church members, may come to my attention, and also recognizing the need for confidentiality concerning such information, I do hereby agree to honor and safeguard the confidentiality of such information and agree to not discuss, divulge or release any such information to any party whatsoever, except as necessary in the performance of my duties with the church.

Signature

Date

DESCRIPTION OF THE TYPES OF FINANCIAL OFFERINGS COLLECTED

Tithes and Public Offerings: This offering is collected during the Sunday worship service at the front of the church by ushers in the cloth bags. It is used to cover the church's general expenses (salaries, missions, utilities, etc.) in the annual budget.

Loose Plate (public) Offerings: This offering is money not enclosed in a church envelope that is collected in the cloth bags held by the ushers during the Sunday worship service.

Benevolence: This offering is collected during the Sunday worship service in the gold trays held by ushers at the end of each row. It is used in acts of kindness and for emergency aid to church members and individuals in the community.

Lord's Hour: This offering is designated as such on a church envelope and placed in the cloth bags. The funds collected are used to address expenses associated with church facility maintenance.

J.W Arnold Scholarship Fund: Funds donated by members specifically for this fund are earmarked for higher education scholarships to be awarded to students who are members of the church. Donations are accepted on any Sunday.

Building Pledge (Capital Campaign): This is a pledge in which members make a financial commitment to contribute monies beyond their regular givings to build a new multipurpose fellowship building.

Debt Relief: This is a specific offering collected to pay off any current church indebtedness. This is in addition to a member's regular tithes and offerings.

Church School Offerings: This offering is collected from the attendees of the Sunday School and added to the general funds in the church budget.

Special Offerings: These are monies collected from the membership beyond regular tithes and offerings that are given and earmarked for a specific program, activity or event, such as the Food Bank.

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FORM: CASH RECEIPT VOUCHER

ANDREWS CHAPEL UNITED METHODIST CHURCH

122 WATTERSON STREET

P.O.BOX 1437

JONESBORO, GEORGIA 30237 – 1437

770-471-7200

DATE: _____

TIME: _____

BUDGETED:

TITHES/PLEDGES	\$
PUBLIC OFFERING	\$
SUNDAY SCHOOL	\$
FACILITY RENTAL FEE	\$
REVIVAL	\$
REDEPOSIT OF RETURNED CHECKS	\$
REIMBURSEMENTS _____	\$
VIDEO TAPE MINISTRY	\$
OTHER FUNDS _____	\$
Total Budgeted Items	\$

UNBUDGETED FUNDS:

CALENDAR TEA FUNDRAISER	\$
CHURCH ANNIVERSARY	\$
CAPITAL CAMPAIGN	\$
LORD'S HOUR	\$
BENEVOLENCE	\$
DEBT RELIEF	\$
J.W.ARNOLD SCHOLARSHIPS FUND	\$
CHOIR DUES _____	\$
CHOIR DUES _____	\$
SPECIAL OFFERINGS	\$
FOOD BANK _____	\$
CONFERENCE SPECIAL OFFERING _____	\$
OTHER FUNDS _____	\$
OTHER FUNDS _____	\$
Total Unbudgeted Funds	\$
TOTAL RECEIPTS/DECLARED DEPOSIT	\$
TOTAL ALL FUNDS	\$

COUNTERS' SIGNATURES:

_____	_____
_____	_____
_____	_____
_____	_____

FORM: TOTAL CASH AND CHECK OFFERINGS

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Total Collected for Checks:

1) Tithes/Offering	\$	1) Total	\$
2) Sunday School	\$	2) Total	\$
3) Calendar Tea / Church Anniversary	\$	3) Total	\$
3) Capital Campaign	\$	4) Total	\$
4) Benevolence	\$	5) Total	\$
5) J.W. Arnold Sch.	\$	6) Total	\$
6) Food Bank (4075.10)	\$	7) Total	\$
7) Conference Offering	\$	8) Total	\$
8) Lord's Hour	\$	9) Total	\$
9) Special Offering	\$	10) Total	\$
10) Special Offering	\$	11) Total	\$
11) Special Offering	\$	Total All	\$

Env. #	Name	Tithes or Offering	Lord's Hour/ Debt Relief	Benevolence	J.W. Arnold	Food Bank	Special Offering /Capital Campaign
Page Total							

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FORM: VOUCHER REQUEST

**ANDREWS CHAPEL UNITED METHODIST CHURCH
VOUCHER REQUEST FORM**

Date of Request:

Work Area/Organization Requesting:

Purpose of Request:

Amount Requested:

Date Funds Needed:

Individual Submitting:

Submitter's Phone #:

Documents Attached? ☐ Yes

☐ No

Make Check Payable to:

Approved by:

Work Area Chairperson:

Church Council Chairperson:

Finance Chairperson:

FOR TREASURER'S USE ONLY

Date Paid:

Check Number:

Account:

Paid By:

Amount Budgeted: \$ _

Amount Unused: \$ _

Amount Requested: \$ _

Amount Remaining: \$ _

**PLEASE RETURN RECEIPTS AND UNUSED FUNDS TO THE FINANCE
COMMITTEE WITHIN 2 WEEKS.**

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LETTER: RETURNED CHECK NOTIFICATION

[Your Name]
Andrews Chapel United Methodist Church
122 Watterson Street
Jonesboro, GA 30236
[Current Date]

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I've enclosed your check (#____) in the amount of \$_____, which was returned by your bank because of "insufficient funds." I'm sure this is the result of an oversight on your part or a mistake on the bank's part; please call me at _____ to discuss how we should proceed.

Sincerely,

[Your Name]
[Title]

Enclosure

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FORM: BUDGET SUBMISSION

Instructions: Complete non-shaded section below and page 2. Submit this form to the Committee on Finance by:

Ministry or Work Area Name:		Chairperson:	
Person Submitting (if different from chairperson):			
Chairperson or Submitter's Phone Number:		Email address:	
Church Mission: <i>ACUMC is a fellowship of believers called to witness to our faith and to make disciples of Jesus Christ from among our family, friends, acquaintances, and others in the Jonesboro and Clayton area and wherever we may be.</i>			
Ministry or Work Area Mission Statement:			
<hr/>			
Approved by:			
Ministry/Work Area Chairperson Signature:		Date:	
Committee on Finance Chairperson: <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain below)		Signature:	Date:
<hr/>			
Church Council Chairperson: <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain below)		Signature:	Date:
<hr/>			

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FORM: BUDGET SUBMISSION – PAGE 2

Goals	Program or Activity to achieve each goal	How each goal connects with church mission/goal(s)	Estimated Funds Needed	Timeline (start & end dates)
			Funds Approved	
#1			\$	
			\$	
#2			\$	
			\$	
#3			\$	
			\$	
#4			\$	
			\$	
#5			\$	
			\$	
Grand Total of Estimated Funds Needed to Achieve Goals			\$	
Grand Total of Funds Approved by Committee on Finance			\$	

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GUIDELINES: CALENDAR TEA FUNDRAISER

- The Calendar Tea will be held on the 3rd Sunday in April provided it does not interfere with Easter Sunday.
- The Committee on Finance will set the overall financial goal of the Calendar Tea fundraiser in collaboration with the Church Council.
- The Committee on Finance will recommend to the Church Council how the funds from the Calendar Tea are to be allocated in the church budget and will inform the congregation of the specific allocations that are approved prior to the Calendar Tea.
- The Committee on Finance will allocate an appropriate amount in the overall church budget to purchase and/or rent supplies and materials needed for the Calendar Tea.
- Planning for the Calendar Tea should begin on January 1st of each year.
- The Committee on Finance will recommend a chairperson for the Calendar Tea to the Church Council by December 1. The chairperson will be an active member of ACUMC who has prior knowledge of the procedures, purposes and functions of the Calendar Tea.
- The Calendar Tea chairperson should commit to serve for a term of two years and strive to groom and recommend his/her successor to the Committee on Finance.
- The Committee on Finance will inform the chairperson of the budget allocated for the Calendar Tea.
- The chairperson will form a committee consisting of a representative from the Committee on Finance, the chair of the Membership Care Ministry and the twelve birth month captains to plan and implement the theme, colors, layout of tables and coordinate any other birth month fundraising activities needed to meet the Calendar Tea's overall financial goal.
- The chair of the Membership Care Ministry will assist each birth month captain early in the planning for the Calendar Tea Fundraiser to acquire an accurate list of current members born in their month.
- The chairperson and birth month captains will plan a brief program in the sanctuary following the worship service to allow time for set-up of table decorations and the judges' assessments prior to the serving of the food.
- The chairperson and birth month captains will request that members and guest remain in the sanctuary until the end of the program so that an accurate attendance count for each month can be completed and the judges' assessment announced before going to the tent. Only two persons will remain at each month's table during the judging.
- The judges will assess each month on the overall appearance of the table(s), interpretation of the theme, food presentation and any other categories established by the Calendar Tea chairperson. The chairperson will inform the birth month captains at early in the planning the categories/criteria by which the tables will be judged.
- The Committee on Finance will announce the financial winners during the worship

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service the Sunday following the Calendar Tea and will have the total amount submitted for each month printed in the church bulletin.

- The Committee on Finance will provide to the chairperson and birth month captains guidelines on acceptable (Church Council and Board of Trustees approval) and unacceptable fund raising activities.
- Each birth month captain in coordination with the members of that month will determine the financial obligation expected from each member. The Committee on Finance will provide a form (see next page) for each birth month captain to record the financial contributions of its members. This form may also be used to record incremental and / or total contributions. The form is to be used each time a contribution is submitted to the Committee on Finance.
- The Calendar Tea chairperson will frequently inform the congregation of the financial goal, theme, colors and other birth month fundraising events related to the Calendar Tea by (1) Announcements during the Sunday worship service (2) Information printed in the church bulletin and (3) Listing on the monthly calendar.
- The highest total dollar amount submitted by each birthday month captain on or before the Calendar Tea Sunday will be the criteria the Committee on Finance will use to determine the months winning first place, second place and third place. Funds submitted after that Sunday will not be used to determine the placement of winners.

FORM: REPORTING CALENDAR TEA MONIES

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GUIDELINES: CHURCH ANNIVERSARY FUNDRAISER

- The Church Anniversary Fundraiser will be held in the month of November each year with the kick-off scheduled for the first Sunday.
- The Committee on Finance, in collaboration with the Church Council, will set the overall financial goal of the Church Anniversary Fundraiser and determine the monetary assessment for each member based on the number of years of the Church's existence.
- The Committee on Finance will allocate an appropriate amount in the overall church budget to purchase and/or rent supplies and materials needed for the Church Anniversary.
- The Committee on Finance will recommend a chairperson for the Church Anniversary to the Church Council by December 1. The chair person will be an active member of ACUMC who has prior knowledge of the procedures, purposes and functions of the Church Anniversary.
- The chairperson should commit to serve for a term of two years and strive to groom and recommend his/her successor to the Committee on Finance.
- The Committee on Finance will inform the chairperson of the budget allocated for the Church Anniversary.
- Planning for the Church Anniversary should begin on January 1st of each year.
- The chairperson will form a committee consisting of a representative from the Committee on Finance, Stewardship chair, Worship Leader, Church Historian and others as determined by the chairperson to plan and implement the theme and coordinate activities to celebrate the church's longevity and to meet the anniversary overall financial goal.
- Church Anniversary fundraising activities might include selling customized bricks, mugs, wall calendars, tee shirts, commemorative plates and encouraging bequests or endowments to enhance the financial success of the church.
- The Church Anniversary Committee will be responsible for advertising and soliciting ads from members of the congregation and local businesses for the souvenir booklets.
- Information on the Church Anniversary will be provided to the congregation beginning on or before June 1st of each year by (1) Announcements from the pastor during the Sunday worship service (2) Information printed in the church bulletin and (3) Listing on the monthly calendar.
- The Committee on Finance will announce during the worship service on the first Sunday in December the total financial givings received for the Church Anniversary and will have the total amount raised printed in the church bulletin.