

FINANCE POLICY AND PROCEDURES

Grace Community Church (GCC) hereby establishes an expense and expense reimbursement policy with the sole purpose of glorifying God in the handling of His finances as under-shepherds serving to honor Him. It is the policy of the Elder Board at GCC that any and all expenses at GCC should honor the Lord, and that the staff serving the church may receive advances for, or reimbursement of, expenses to the extent provided in the current adopted fiscal budget if:

- a. The expense has a stated business purpose related to the ministry of the church.
- b. The church member provides substantiation to the church for all expenses.

The Finance Oversight Team (FOT):

The FOT at GCC will comprise of at least three (3) non-staff elders one of which will serve as the Chair. The FOT will be responsible for the budget process as well as the handling of all procedural matters with respect to church finances. The Chair of the FOT will prepare and present a monthly financial summary at the Elder Board meeting for review and sign off.

The Finance Policy:

A. Budget

The budget for any upcoming fiscal year shall be prepared and submitted to the Elder Board for review and approval no later than December 1 of the preceding year.

B. Check writing

Before a check is written, an [Expenditure Request Form](#) should be submitted with a proposal and/or receipts, invoices, and / or statements attached. All requests should be approved by the Chair of the FOT or his designate prior to actual purchase.

Checks for amounts less than \$500 will need the authorization of the Chair of the FOT or authorized designee. All checks greater than \$500 shall require the authorization of at least two elders.

Exemptions to this policy include recurring expenses such as mortgage and utility payments including duly authorized expenses under other categories.

C. Credit Card Expense Policy:

1. Corporate card(s) are issued to GCC employees for the payment of expenses incurred in the conduct of church business. Corporate card(s) should not be used for personal expenses.
2. Charges on the card are the personal responsibility of the individual whose name is embossed on the card. Any transactions not properly documented and submitted as described below (see item #3) will be the cardholder's responsibility.
3. Each cardholder will receive a monthly statement of card activity and transactions. A receipt describing the transaction and its business purpose must support all transactions. Each cardholder should reconcile the monthly statement by submitting a [credit expense form](#) and attaching all supporting receipts/documentation/statement and all receipts to the Chair of the FOT within seven business days of statement receipt. GCC will submit payment to the credit card company for approved transactions.
4. Payment of credit card balances will not be remitted until the cardholder has submitted a completed [credit expense form](#) with attached receipts and/or documentation. Late charges or penalties incurred as a result of untimely submission of statements or receipts will be the responsibility of the individual cardholder.
5. Unauthorized or unidentified transactions or card activity must be researched by the individual card holder. The cardholder must report card theft or loss and/or any suspicious or fraudulent card activity to the credit card company and the church office immediately.
6. Corporate credit cards issued to GCC employees remain the property of GCC at all times and will be surrendered upon termination of employment or upon request by the Elder Board.
7. Failure to comply with GCC credit card use policy may result in the forfeiture of corporate card privileges by the Elder Board.

D. Capital Expense Policy

Any and all capital expenses (checks and/or credit cards) at GCC including equipment shall be approved as described below either by the Chair of the FOT or by the Elder Board in advance of any purchases. The Chair of the FOT can approve expenses of up to \$500 (five hundred dollars only). Approvals for all expenses greater than \$500 will need the approval of the Elder Board. Approvals from the Elder Board may be obtained via email or during the regularly scheduled meetings.

If prior approval is not possible, only as an exception, such an approval must be obtained within one week of the purchase.

Recurring expenses such as bookstore supplies and inventory, utility bills etc, and purchases of regular use items such as office stationery and supplies, building maintenance needs shall be exempt from this policy.

Documentation supporting the approved expenses shall be properly submitted to the Chair of the FOT in a timely manner, but no later than thirty (30) days from the date of transaction.

E. Travel Expense Policy

Travel expenses shall be approved by the Elder Board in advance of travel. The traveler should prepare an estimate of the travel expenses using the [travel expense form](#) and present it to the Finance Oversight Team Chair for review and approval at least two (2) weeks in advance of the travel.

Upon return from the travel, all supporting documentation for all actual expenses shall be submitted in another [travel expense form](#). Explanation for general expenses exceeding \$25 should be provided on the expense report.

Knowing there will be unforeseen circumstances, the maximum travel allowance shall not exceed 110% of the estimate. Any expenses that exceed 110% of the estimate will require justification and approval of the Chair of the Finance Oversight Team.

F. Miscellaneous Policies

All expenses under this category should have a stated business purpose related to the ministry. Only meals that include at least one person other than the staff of GCC are reimbursable. Meals that do not include any business/ministry purpose are not reimbursable. Supporting documentation and justification shall be provided for reimbursable expenses and shall include the name of the person(s) at the meal.

- i. The allowance for meals will be as follows:
 - a. For each person, breakfast \$10, lunch \$14, dinner \$26 and a total per diem rate of \$50 for out-of-town travel.