

Culpeper United Methodist Church Finance Policy and Procedures

The following italicized paragraphs are taken from the 2012 Discipline of the United Methodist Church. Culpeper United Methodist Church (CUMC) policies follow with procedures indented.

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, composed of the chairperson; the pastor(s); a lay member of annual conference; the chairperson of the church council; the chairperson or representative of the committee on pastor-parish relations; a representative of the trustees to be selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the Church Business Administrator; and other members to be added as the charge conference may determine. It is recommended that the chairperson of the committee on finance shall be a member of the church council. The financial secretary, treasurer, and Church Business Administrator, if paid employees, shall be members without vote.

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 give stewardship of financial resources as their priority throughout the year. It may delegate the responsibility to either a sub-group or task force that would plan, strategize, and implement ways to generate more resources for mission and ministries of local churches and beyond. It is strongly recommended that the committee on finance, in collaboration with the church council, find creative ways to turn their congregations into tithing congregations with an attitude of generosity. All financial asking to be included in the annual budget of the local church shall be submitted to the committee on finance. The committee on finance shall compile annually a complete budget for the local church and submit it to the church council for review and adoption. The committee on finance shall be charged with responsibility 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.

The committee shall carry out the church council's directions in guiding the treasurer(s) and financial secretary.

(a) The committee shall designate at least two persons not of the immediate family residing in the same household to count the offering. They shall work under the supervision of the financial secretary. A record of all funds received shall be given to the financial secretary and treasurer. Funds received shall be deposited promptly in accordance with the procedures established by the committee on finance. The financial secretary shall keep records of the contribution and payments.

(b) The church treasurer(s) shall disburse all money contributed to causes represented in the local church budget, and such other funds and contributions as the church council may determine. The treasurer(s) shall remit each month to the conference treasurer all World Service and conference benevolence funds then on hand. Contributions to benevolence shall not be used for any cause other than that to which they have been given. The church treasurer shall make regular and detailed reports on funds received and expended to the committee on finance and the church council. The treasurer(s) shall be adequately bonded.

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- (c) *The committee on finance shall establish written financial policies to document the internal controls of the local church. The written financial policies should be reviewed for adequacy and effectiveness annually by the committee on finance and submitted as a report to the charge conference annually.*
- (d) *The committee shall make provision for an annual audit of the financial statements of the local church and all its organizations and counts. The committee shall make a full and complete report to the annual charge conference. A local church audit is defined as an independent evaluation of the financial reports and records and the internal controls of the local church by a qualified person or persons.*

The audit shall be conducted for the purpose of reasonably verifying the reliability of financial reporting, determining whether assets are being safeguarded, and determining compliance with local law, local church policies and procedures, and the Book of Discipline.

The audit may include: 1) a review of the cash and investment reconciliations; 2) interviews with the treasurer, financial secretary, pastor(s), finance committee chair, business manager, those who count offerings, church secretary, etc., with inquiries regarding compliance with existing written financial policies and procedures, 3) a review of journal entries and authorized check signers for each checking and investment account, and 4) other procedures requested by the committee on finance.

The audit shall be performed by an audit committee composed of persons unrelated to the persons listed in (2) above or by an independent certified public accountant (CPA), accounting firm, or equivalent.

- (e) *The committee shall recommend to the church council proper depositories for the church's funds. Funds received shall be deposited promptly in the name of the local church.*
- (f) *Contributions designated for specific causes and objects shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.*
- (g) *After the budget of the local church has been approved, additional appropriations or changes in the budget must be approved by the church council.*
- (h) *The committee shall prepare annually a report to the church council of all designated funds that are separate from the current budget.*

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I. General Financial Policies

The Stewardship and Finance Team has primary responsibility for financial management in the church and holds primary responsibility for securing funds necessary to underwrite the programs of the church with approval of Leadership Team or Charge Conference when necessary.

The Stewardship and Finance Team is responsible for monitoring and recommending finance policies and monitoring results of operations for all church activities. All proposals affecting financial activities will be presented to the Stewardship and Finance Team for its recommendation prior to submission to the Leadership Team. Financial activities are defined to include, but not limited to, the functions of budgeting, reporting, fundraising, acquisition of capital assets and debts, investments, financial institution selection, disposal of church property and internal controls.

There will be a meeting of the Leadership Team at least once a month and a meeting of the Stewardship and Finance Team when necessary to review the church's financial status. The meeting agenda will be provided to all committee members at least one week prior to the meeting. The Church Accountant, Executive Director and Church Treasurer will prepare and present to the Leadership Team at each meeting, written reports that show a summary of the most recent end of the month fund balances, in addition to detailed month-end statements that are reviewed by the team on a monthly basis.

The Stewardship and Finance Team will make provision for an annual audit or review of the financial records of the church and all its organizations. The result of the audit or review will be reported to the Leadership Team and to the District Superintendent of the Charlottesville District United Methodist Church.

The Stewardship and Finance Team guides the Church Treasurer and Church Accountant in carrying out the fiscal directions of the Leadership Team.

The Stewardship and Finance Team is charged with the mission of conducting the annual fall financial campaign, year-round stewardship education and reports to the Leadership Team.

Any group or activity using the name of this church is subject to the rules and regulations of this church. The group will be amenable to the Stewardship and Finance Team in accounting of the use of their funds and the annual auditing of their financial records.

II. Church General Ministry Budget

A. General Fund (God's Fund): Funds received each year for general ministry operational use of the church as listed in the yearly budget for ministry.

1. Annual Budget Request

The General Ministry Budget is a consideration of the planned income and expenses for the calendar year. The spending plan is that portion of the budget that outlines the expected expenses by program, by months, and is used as a control mechanism to operate within expected income parameters.

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All fund requests to be included in the church budget must be submitted to the Stewardship and Finance Team for budget proposal compilation. The Executive Director and Church Accountant initiate this process with the staff, administration and ministry chairpersons in June of each year. All subcommittees under each leadership committee must submit their requests through their chairperson's budget as a line item. Completed budget proposals shall be submitted to the Stewardship and Finance Team by August 1 of each year.

After consideration of potential income and budget requests, the Stewardship and Finance Team develops a "Proposed" budget that is presented to the Leadership Team for approval in October of each year. The Leadership Team must approve and adopt the budget before any expenditure against that budget can be made. The budget will consist of operating revenue and expenses, capital assets, capital debt acquisition and debt service.

2. Budget Spending

Staff and ministry area chairpersons will be responsible for operating within the approved budget for their total program. All ministry areas should ensure that they are making the best use of any available funds, and operate their ministries as fiscally conservatively as possible while meeting Ministry objectives. Expenditures should mirror the calendar, i.e. 1/12 of the annual budget monthly, subject to available funds. Should any staff or ministry area feel that more funding is needed; that group must submit a memorandum outlining the need with specific financial amounts to the Stewardship and Finance Team for review, direction and approval. This request may be sent on to the Leadership Team with a recommendation for consideration and decision. All funds received will be administered according to church policies. All reporting of the financial results shall be in accordance with a modified cash basis.

After the budget of the local church has been approved, all proposed changes to program totals of the approved budget must be submitted to the Stewardship and Finance Team for its recommendation to the Leadership Team for approval. Final approval rests with the Leadership Team.

Certain ministry areas have the vast majority of their expenditures during a single event, and as such special consideration will be made by the Stewardship and Finance Team as available. Budgets are not real dollars until funded, therefore, "unused" budgets in one calendar year do not "roll over" to a subsequent calendar year. Any unused funds on account at the end of a calendar year will form the basis of the opening balance of the General Fund the following year.

3. Emergency Funds

Emergency Funds will be a natural and necessary function of any active church. It is the Stewardship and Finance Teams desire to fund all additional funding requests that empower our congregation to Seek, Know, Grow and Go. However, any requests for funding is always subject to funds available after all prior budgeted expenses have been met. All requests for emergency funding by a ministry area should be submitted to the Stewardship and Finance Team at least 30 days prior to the date needed. For any unexpected circumstances that demand immediate attention, such as roof repairs, building damage, etc., the 30 day rule will not apply. A request for Emergency Funds will be submitted in writing and addressed to the current Executive Director.

See Appendix B for a copy of the Emergency Fund request form.

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B. Capital Improvement Fund: This fund is set up for gifts that are received on a weekly basis. These funds are to be held in a special escrow account for CUMC to access for use on capital items. When needed, Trustees, Planning & Development and Finance will present requests for use of these funds to the Leadership Team for approval.

C. Restricted Funds: Contributions received that are restricted for a specific cause will only be used to support that cause. If these are causes outside the local church, the restricted gift will be forwarded to the responsible agency within 60 days of receipt. The Stewardship and Finance Team shall prepare an annual report to the Leadership Team of all designated funds that are separate from the current expense budget. The specified gift will be used first for the designated cause before budget funds are expended for the same cause. The Stewardship and Finance Team will consider the designated gifts as partial fulfillment of the designated budget line. Should designated gifts exceed the budget line; the funds will still be expended only on that budget line activity. Any such funds that are unspent at the end of the year will be carried over for use toward paying the next budget year expenses with approval from the Stewardship and Finance Team.

D. Monthly Communion Offerings: The Missions Committee will submit a proposed Communion Offering Schedule to the Stewardship and Finance Team annually. This proposal will be reviewed and set at the February meeting.

E. Good Samaritan “Bucket Sisters” Local Assistance Fund: The third Sunday of each month has been set aside for the collection of funds by use of the “Bucket Sisters”, which is a fund that augments the Pastor’s Discretionary Fund. These funds are used to assist church members as well as local residents with immediate housing, food, heating and transportation issues. CUMC uses Culpeper Human Services to determine the extent of the need for all non-CUMC members. Pastors will use discretionary oversight for assistance provided to CUMC members.

F. Reserve Fund: The Financial Reserve fund was designed to provide an additional layer of security for the financial wellbeing of CUMC in the event of unexpected and unforeseen hardship. The Financial Reserve fund amount is to be a maximum of \$75,000. A change to the current level requires a recommendation by the Stewardship and Finance Team and ratification by the Leadership Team. The Financial Reserve fund is not a discretionary fund. It is not designed to be accessed on a periodic basis to finance non-budgeted items of a non-emergency nature. The conditions necessary to trigger its usage should be consistent with but not limited to the following:

1. Unexpected damage to church property requiring immediate repair or replacement beyond the scope of insurance.
2. Repair or replacement of mechanical equipment necessary for CUMC property operations.
3. Economic conditions that significantly reduce offerings from budgeted levels.
4. Any unforeseen condition that has the ability to put CUMC in financial risk.

Should a condition exist that is both “unforeseen” and considered “at risk” for the financial wellbeing of CUMC, access to this fund may be considered. The process should begin with analysis of the situation and its financial impact on CUMC. This should be followed with thorough discussion and a recommendation for the amount needed to satisfy the need. A recommendation should then be taken to the Leadership Team meeting for consideration and final ratification.

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Every effort will be made to replenish the reserve fund and keep it to a maximum of \$75,000. If a particular area that required the funds (i.e. Capital Improvement, General Fund) demonstrates a surplus following use of the allotted emergency funds, then that surplus will be applied to bring the reserve fund back to the \$75,000 before any further expenditures.

III. Policy:

A. Contributions: In addition to the general policies stated below, all collections shall be under continuous observation and control by more than one person until the total amount and individual responsibility is documented. All receipts, including cash, from church activities will be deposited intact and promptly in the church's bank account, night depository or placed in the church's combination safe. Cash items on hand will be kept to an absolute minimum and will be kept in the church's combination safe.

In accordance with Internal Revenue Service guidelines for reporting of contributions by tax-exempt organizations, no contributions for anything other than cash, checks or direct debit (EFT) will be listed on member's quarterly and annual contribution statements. Contribution statements are sent quarterly reflecting gifts to the various ministry areas including but not limited to the General Fund, Capital Improvement Fund and New Building Fund gifts. A Charitable Contributions Tax Report is sent at year end noting each cash gift given throughout the year. In-kind gifts and gifts of property, including stocks, will be acknowledged by the Church Accountant through individual letters ratifying their contribution. Statement questions and correction will be handled in a timely manner. Preparation, mailing and distribution of these reports will be handled confidentially by the Church Accountant; or by an approved designee in their absence.

Contributions can only be accepted for activities, causes, or projects which are consistent with the Christian mission of this church. Contributions for other activities, causes or projects will be accepted only on the approval of the Stewardship and Finance Team.

A management information system will be used to record all contributions and financial gifts received.

B. Stocks: All stock contributions received will be sold immediately. It is not the intent of the church to hold stock for investment purposes. Gifts of securities will be counted as a contribution based on the principal worth of the stock at transfer date and will be credited as directed by the donor.

C. Stock Sale and Deposit Process: The purpose of this process is to insure proper deposit and recording of person's stock gifts for all funds.

Any transaction concerning stocks has to be approved by a registered representative of the church with the brokerage firm, currently Scott and Stringfellow. The Administrator of Office and Communication and/or Church Accountant has a list of approved people that are authorized to perform this act.

The Trustees of Culpeper United Methodist Church has authority and oversight to authorize persons to sell stock on behalf of the church on a yearly basis.

Checks received for the sale of stocks will be marked clearly and placed into the safe upon receipt. All stock information is to be sent to the Church Accountant to be processed. A letter of confirmation will be sent to the donor family and all details will be annotated in the contribution area for computer input.

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A deposit will be made by the office upon receipt of a check in payment of a sale of stock. The deposit ticket, with appropriate documentation, will be forwarded to the contribution area for input. A copy of the deposit will be made and given to the Church Accountant.

D. Short-Term Mission Trip Gifts: Funds received for short-term mission trips will be considered for contribution credit if:

1. The church has authorized the mission trip and those who will be going on the trip.
2. The church publicizes that contributions will be considered support for the trip and the mission of the church.
3. Scholarship contributions for mission trips will be under the control of the church, not directed to any specific individual.
4. Personal vehicles taken on mission trips (as part of the plan) can be reimbursed for mileage at the current IRS approved mileage rate.

E. Online Giving: Families in the congregation have the option of giving online through the church website, www.culpeperumc.org. Those who wish to give online, can go to the website, click “Online Giving” and set up their own account. The Church Accountant will follow Power church software procedures for entering contributions.

IV. Procedure:

A. Sunday Offering Deposit: Two people must be with the offering at all times when it is not in the safe, until the offering has been counted and the cash count report has been signed. Specific procedures are outlined in Appendix A.

Contributions designated for specific causes and objectives shall be promptly forwarded according to the intent of the donor and shall not be used for any other purpose.

The counting teams will meet in the workroom and open the safe to count all receipts as soon as possible after all collections.

B. Special Offerings and Contributions:

1. Memorial Contributions

For all memorial contributions, acknowledgments will be sent to the family and donor by the Church Accountant. Those contributions received during the week will be clearly marked and handled by the Church Accountant.

For contributions received in a Sunday offering, the counter should write a note for the Church Accountant including the name and address of the donor, amount of donation, and who the memorial gift is for so the Church Accountant can send out the appropriate acknowledgment to the family/donor.

2. Special Offerings

Special Offerings should be input into the correct account designation; i.e. “Lenten”, “Communion”,

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“Advent/Christmas” etc.

3. Special Collections

Special Collections are monies received for items purchased through the church; i.e. poinsettias, Upper Rooms or Bible study books. Whenever a person receives something for money given, it is not included as a “contribution” by the IRS regulations; therefore it is not credited to their envelope number, i.e. bible study materials.

V. Policy:

A. Miscellaneous Collections and Deposit: The purpose of this process is to insure the proper reporting and deposit information for the miscellaneous cash and checks that come in during the week. All checks or cash received in the office will be clearly marked and dropped into the safe. Items will be sorted, counted and deposited in a timely manner.

Groups collecting money during an event are to secure the funds, fill out a Deposit Form in the money bag or envelope provided and placed in the drop box located to the left of the church mailboxes outside the church office or dropped in the safe in the workroom.

All groups that do not have a group bank account but collect money must deposit funds in the drop box or the safe and request reimbursement by filling out a Purchase Order/Reimbursement form and placing the completed form in Box 15.

1. Fundraisers (i.e. ticket sales)

Church groups that sell tickets for events shall bring the collected money with a Deposit Form and place in drop box or safe where it is stored until the weekly deposit is made and recorded into the appropriate account for use in the activity.

2. Group collection of money (trips, dinners, etc.)

Church groups are to put money collected into an envelope or money bag, and then place in drop box or safe where it will be stored until the weekly deposit is made and recorded into the appropriate account. A Deposit Form is to be included in the envelope/bag indicating the amount and the signature of the group’s representative. No group member is to take money collected home.

3. Outside Grant Funding

In the event the church receives grant funding for a particular project, the group requesting the grant needs to be associated with a CUMC ministry Team. The funds received will run through the designated ministry team’s financial accounting. A full report of all funds received and expensed will be required upon completion.

VI. Procedure:

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A. Miscellaneous Collections and Deposits:

1. Cash to be deposited should be placed into an envelope along with a completed Deposit Form. The sealed envelope will then be placed in the drop box or safe.
2. Checks to be deposited are to be marked with account or designated area of deposit and account number. Checks are to be placed in an envelope along with a completed Deposit Form. The envelope will then be placed in the drop box or safe.
3. A deposit of all miscellaneous items will be made weekly by the counters or Church Accountant. A copy of the deposit ticket and cash receipts voucher will be stapled together and given to the Church Accountant.

If funds are collected after office hours, funds must be stored in the church drop box or safe.

It is the responsibility of the Trustees to secure fidelity bonding for all persons handling church funds. A “blanket” bond form is preferred and is carried with the insurance.

VII. Fundraising

As Christians our first source of guidance is The Holy Bible. United Methodists (UM) are also guided in their theology, practices and beliefs by two sources: The United Methodist Book of Discipline and The United Methodist Book of Resolutions.

The UM sources are reviewed and updated every 4 years at General Conference. From the Discipline we obtain information on our beliefs, theology and everything from regulations concerning membership to committee organization and the process of becoming a deacon, elder or local licensed pastor. The Resolutions is a guide book concerning the UM position on social principles, i.e. abortion, war, world hunger etc.

One subject that is discussed in both documents is the broad topic of gambling, including games of chance like Bingo, raffles, 50-50's, lotteries etc. Indeed some churches financially support their ministry and mission through such means, however, the United Methodist Church is not one of them. The Book of Resolutions explains, in part referring to scripture, our guidelines concerning forms of gambling: *“When asked which commandment is first of all, Jesus answered, “Hear O Israel, the Lord our God, the Lord is one, you shall love the Lord you God with all your heart, and with all your soul, and with all your mind, and with all your strength” (Mark 12:29-30).* Gambling feeds on human greed and invites persons to place their trust in possessions rather than in God. It represents a form of idolatry that contradicts the first commandment. Jesus continued: *“The second is this, “You shall love your neighbor as yourself” (Mark 12:31).* In relating with compassion to our sister and brothers, we are called to resist those practices and system that exploit them and leave them impoverished and demeaned. The apostle Paul wrote in 1 Timothy 6:9-10a: *“People who want to get rich fall into temptation and a trap and into many foolish and harmful desires that plunge men into ruin and destruction. For the love of money is a root of all kinds of evil.”* Gambling, as a means of acquiring material gain by chance and at the neighbor's expense, is a menace to personal character and social morality. Gambling fosters greed and stimulates the fatalistic faith in chance. As such, the Stewardship and Finance Team will not approve any fundraising activities of the aforementioned type.

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When any CUMC related group is planning a fundraiser, please remember that all activities to raise funds must be approved by the Stewardship and Finance Team in advance.

VIII. Fund Disbursements

A. General Fund Budget: If the funds are to come from a specific ministry area in the budget, the correct account must be listed on the form and the form signed by an authorized representative of the ministry area. See Appendix B for a copy of the Purchase Order (PO) to be used.

B. Designated accounts: If the funds are to come from a specifically designated restricted account, the request must carry the correct account and signature of an authorized person for that account.

1. Each chairperson of a team, task force or group is responsible for the budget of that team, task force, or group; and must be aware of the current balances in that budget area. The Church Accountant will notify chairpersons and staff monthly and quarterly (and as requested) of the remaining budget for the current year. Expenditures should mirror the calendar, i.e. 1/12 of the annual budget monthly, subject to available funds.

2. Any request for payment must be made on the Purchase Order/Expense Reimbursement Form available in Box 15 and turned into the Assistant of Administrative Services or Box 15. This form must be filled out completely, stating the payee, address, total amount of request and account from which the funds are to be taken and with an authorized signature. Checks are written weekly. All checks are to be generated on the computer with the exception of times of emergency. (All check requests need to be approved by committee chair/staff person responsible for the budget line item.)

a. Absolutely no checks will be released without full information and a completed Form W-9, i.e. payee, amount and account name.

b. This should be done as soon as a purchase is made, but no later than **7** business days after such purchase. No checks will be issued without the appropriate W-9, voucher, receipt or signature.

3. All funds will be disbursed by check and signed in accordance with the following guidelines once the check has been completely filled out:

- a. One signature required for checks under \$500
- b. Two signatures required on all checks \$500 and above

4. All purchases will be applied to the budget area on the date of purchase (receipt date).

The Trustees will designate in writing those persons authorized to serve as signers on the church checks accounts, based on the recommendations of the Stewardship and Finance Team. This authorization will be recorded in the minutes of the Annual Meeting of Culpeper United Methodist Church. Those persons who are responsible to handle the books of the church or church-related ministry areas and write the checks will not be approved to sign the checks from that account.

The Stewardship and Finance Team will insure that expenditures of the committees, task forces, and groups receiving designated church funds (including budget funds) do not exceed receipts and available reserves, and are within an approved budget.

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The Leadership Team shall direct the Church Treasurer and Church Accountant to remit Apportionments to the Conference Treasurer. The Leadership Team will be responsible for determining the amounts available to meet these obligations. It is the Leadership Teams intent to pay 100% of apportionments each year. All Apportionment payments will be approved by the Leadership Team monthly prior to sending.

IX. Policy:

A. Memorial Fund: In the Book of Discipline, Under Paragraph 2532, Item 5 reads: *“Subject to the direction of the charge conference as hereinbefore provided, the board of trustees shall receive and administer all bequests made to the local church.”*

This means that all memorial gifts that the church receives are under the trustees’ authority. Trustees may delegate to the Memorials Committee, but the Memorials Committee will need to report back to the Trustees. The Memorials Committee, as an agent of CUMC Trustees, will administer memorial gifts received by Culpeper United Methodist Church.

A memorial gift is a donation given to Culpeper United Methodist Church (CUMC) in memory of, or in honor of, an individual or individuals as designated by the donor(s). These gifts are usually monetary but can be items presented to CUMC and pre-approved by the Memorial Committee. Such items should be fully funded by the donors and should not require any additional funding.

While it is preferable to have memorial funds received as “undesignated”, this may not always be the preference of the family of the person memorialized. Six categories have been established which may provide a wider choice for the use of memorial funds. Other categories may be established as needed. Present categories are:

1. Education
2. Music
3. Landscaping and Grounds
4. Altar/Worship
5. Furnishings

Funds directed to any of the six categories will be considered as undesignated within that category and may be combined with other funds in the same category to pay for an approved project if needed. All memorial gifts will be used in support of items and ministries of the church or missions of the church.

Every memorial gift will be acknowledged. The Church Accountant will send an appropriate acknowledgment from the church to the donor(s) and will send a list of donors and their addresses to the family of those being honored.

All donations to memorial funds will be recorded in the CUMC accounting system with individual memorial accounts entered separately. A listing of all funds will be available as requested.

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A “Wish List” of appropriate memorial items, with estimated cost, will be kept by the Memorial Committee to serve as a guide for the use of memorial funds. This list will be updated periodically. Memorial gifts are not limited to these items on the list; however, the Memorial Committee must approve additional items.

The Memorials Committee will attempt to educate and keep the congregation informed concerning the work of the committee and the benefits to our congregation. Acceptance of a gift does not imply that the church will assume the responsibility for replacement or upkeep of gifts in perpetuity.

A book of memorials shall be maintained with all items being recorded along with the name of the person in whose honor or memory the gift was given. There shall be no memorial plaques in our church or educational building. In lieu thereof, a suitably inscribed book called The Book of Gold shall list all memorials and will be kept in the Narthex. The Book of Gold contains the following sections:

- a. Our Heritage - listing memorial windows of our church on Davis Street.
- b. Names of all original contributors to our Oaklawn Church and Educational Building.
- c. Memorials and special gifts:
 1. Wills shall be listed three (3) to a page.
 2. Perpetual memorials shall be listed one (1) name to a page.
 3. Memorial donations shall be listed several names to a page. Only the person memorialized shall be listed.

Funds may be donated for the purchase of hymnals or Bibles as a “memorial” or “in honor of”. Acknowledgment will be by bookplates but not a listing in The Book of Gold.

The Memorial Committee shall be made up of at least four members nominated by the Lay Leadership Committee. In addition, the Lead Pastor, a Lay Leader, and the Chairperson of the Policy Committee will serve as ex-officio members.

The Memorial Committee will be responsible for the following:

1. Maintain a “Wish List” of appropriate memorial gifts and their approximate cost.
2. Approve all memorial items prior to their acquisition.
3. Communicate with the church membership via the church newsletter and/or Sunday bulletin.
4. Meet at least once each quarter and be subject to called meetings.
5. Keep minutes of all meetings and maintain a file of pertinent information.
6. Review policy yearly and update as necessary to best serve the church and the interests of all concerned.

The Church Accountant will prepare a quarterly report for the Committee to include but not limited to each memorial, the correspondence dates, and the total dollars received for each memorial. This report will make the committee aware of the funds available and/or needed for any specific item included on the “Wish List”.

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X. Policy

A. Church Credit Cards CUMC provides the opportunity for specified staff persons to have access to a church charge card as an efficient and alternative means of payment for approved expenses. Persons to whom cards are issued will be determined by the Leadership Team. All charges must follow the same approval process as other expenditures.

1. Church credit cards are issued:

- a. To allow ministry personnel access to efficient and alternative means of payment for approved expenses.
- b. To improve managerial reporting related to credit card purchases.
- c. To improve efficiency and reduce costs of payables processing.

2. The following policy pertains to credit card issuance:

- a. VISA credit cards will be issued to pastors, staff, and specified volunteers only upon approval of the Leadership Team.
- b. The card will be used exclusively for church related purposes only with a pre-set credit limit. CUMC reserves the right in its sole discretion to terminate the credit card at any time and any personal use will result in revocation of the card for 1 year by the Stewardship and Finance Team and will be subject to disciplinary action up to and including termination of employment at the discretion of the Leadership Team.
- c. Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals that do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action. In the event the card is lost or stolen, the cardholder will immediately notify the issuing financial institution and CUMC.
- d. Detailed receipts must be retained and recorded on the Purchase/Expense Form within seven business days of making a purchase. In the case of meals and entertainment, each receipt must include the date, time, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
- e. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax exempt certificates are available through the Church Accountant.
- f. The following staff positions are cardholders of a church issued credit card with respective credit limits:

A. Lead Pastor	\$2500
B. Associate Pastor: Full-Time	\$2500
C. Executive Director	\$5000
D. Administrator of Office and Communications	\$2500
E. Director, Youth Ministries	\$2000
F. Director, Children Ministries	\$2000
G. Director of Music	\$1000
H. Worship Leader	\$1000
I. AV Leader	\$1000
J. Preschool Director	\$2000

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g. The following ministry volunteers have been approved to share a credit card with the following limits:

- A. Approved Church Bus Drivers (Art Fellows, Phyllis Keesee, and Scott Fellows each have a card)
-\$2,500 (Shared balance on all 3 cards.)
- B. Power Pack Coordinator \$7000

Other Account Limits:

Cokesbury	\$3,000 (No Cards; Used for phone & online orders)
Lowe's	\$12,000
Staples	\$2,700
Walmart	\$2,300
Amazon Business	\$7,000 (No Cards; online orders)

Walmart Cards (10)

Nursery	#21	Pam Harris
Office	#22	Stays in safe to be checked out as needed
Children's Ministry	#23	Betsy Smith
Flame Café	#24	Vicky Broyles
Preschool	#25	Whitney Simpson
Power Packs	#26	Jen Hulse
Pastors	#27	Pastor Jessie
Youth Ministry	#28	Youth Director
Missions	#29	Stays in safe to be checked out as needed
Business Admin.	#30	Allison West

Staples Cards (6)

Preschool	#1	Whitney Simpson
Business Admin.	#2	Allison West
Pastors	#3	Pastor Jessie
Office	#4, #5, #6	Stays in safe to be checked out as needed

Lowe's Card (2)

Office	#1	Stay in safe to be checked out as needed
Property	#2	Stan Ledger

All purchases will be applied to the budget area on the date of purchase.

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XI. Policy

A. Loans and Leasing

1. Loans of any kind from any lending institution must be approved through the Stewardship and Finance Team and the Leadership Team. A Charge Conference is required for final approval.
2. Lease agreements for any type of equipment must be reported to and approved by the Stewardship and Finance Team. In accordance with the Stewardship and Finance Team designation, lease agreements up to \$1000 per month can be approved by the Administrator of Office and Communications. Any lease agreement over \$1000 per month must be approved through Leadership Team of Culpeper United Methodist Church.

XII. Policy

A. Conflict of Interest

As a ministry initiated and sustained by God, the Culpeper United Methodist Church has a mandate to conduct all of its affairs decently and above reproach both in the sight of God and man. That accountability includes a commitment to operate with the highest level of integrity and to avoid conflicts of interest.

In the event that any Officer, Director, Council, Committee, or Staff member of Culpeper United Methodist Church shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the church, including but not limited to transactions involving:

1. The sale, purchase, lease or rental of any property or other asset;
2. Employment, or rendition of services, personal or otherwise;
3. The award of any grant, contract, or subcontract;
4. The investment or deposit of any funds of the church.

Such person shall give notice of such interest or relationship to the Chairman of Leadership Team and shall thereafter refrain from discussing or voting on the particular transaction in which he/she has an interest, or otherwise attempting to exert any influence on the church, or its components to affect a decision to participate or not participate in such transactions.

In the event transactions occur or are proposed, this policy states:

1. All proposed transactions be reported to the Leadership Team and be approved in advance;
2. Leadership Team records demonstrate that the transaction is truly in the best interest of the church, as provided by a competitive bid or comparative valuation, and that it does not violate state law.
3. The related party will be excused during the process of Leadership Team deliberation and voting (other than to respond to questions) and abstain from voting.
4. The Leadership Team will perform an annual review for potential and known related party transactions which will include a signed statement affirming:
5. Has received, read and understands, and has agreed to comply with the policy.
6. Understands the church is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes and
7. All disclosures of real or apparent conflict of interest shall be noted in the minutes of the annual meeting of the corporation.

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Appendix A:

Counter Procedures:

Separate and Run through Check Reader in the following order: all loose checks first, then all checks with envelopes for God's Fund, next do all Checks with special Fund designations. Once all checks have been entered begin entering cash with envelopes. Then enter Loose Plate cash.

1. Open the main safe in the office workroom
2. Remove all bags containing offerings from the services and any other envelopes in the safe.
 - a. Including: Rent Checks, Contributions, Reimbursements, and Fundraisers
 - b. Third Sunday includes Bucket Sisters
 - c. **All of the cash and checks in the safe need to be entered into the computer and deposited**
 - i. If you are unsure or cannot find the Fund Description put a post it note on the envelope asking for clarification and put back in the safe.

Organizer Procedure:

3. Remove all the attendance slips and prayer requests along with any special papers being collected during the service.
 - a. Keep prayer requests with that person's attendance slip
 - b. Place attendance and prayer requests on Jean's desk.
4. Set aside all loose checks without envelope numbers
 - a. Envelope Numbers will be obtained during data entry
5. Set aside all Loose Plate cash
 - a. Sunday School cash should be entered separately from Loose Plate
6. Sort the remaining envelopes by envelope number before computer entry
 - a. Separate God's Fund checks from Special Designation checks
 - i. Each envelope should have the envelope number, check number or the word cash, the amount, and the date with the designation of the contribution
 - ii. The check must have the contributors name, amount of the contribution, envelope number, and type or designation of contribution
7. **DO NOT THROW AWAY ANY ENVELOPE OR SCRAP PAPER WITH A CONTRIBUTION!**
 - a. These must all be saved to be put with the reports at the end
 - b. This is also crucial documentation for the IRS
8. Count the Loose Plate offering
 - a. Write the Offering on a piece of paper separating and writing as how much is in 1s, 5s, 10s, 20s, 50s, and 100s. Then total the amount.
 - b. If possible, have somebody double check the count.
9. Add up any other cash necessary in the same manner. (Ex: Power Packs, Honduras Flea Market, Bucket Sisters, Children's Ministry)
10. **Keep cash separated until you have verified the amounts are all entered correctly!**

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Computer Procedure

11. Turn on the computer and log in as a Counter using Matthew1
12. Click on the Power Church icon (green cross)
 - a. Select 'Counter' under the options
 - i. Password: Matthew2
 - b. Click on Contributions > Check Reader
 - i. Make sure the date is correct and it is set to 'Check Contribution'
 - ii. Scan all Checks first
 - iii. Keep checks in order as scanned
 - iv. Make sure the last name, first name, address, fund, and amount are correct
 - v. **Please do not create new envelope number! If you think a new envelope # is necessary, please place the envelope back in the safe.**
 - c. To look up unknown envelope numbers:
 - i. Click on the Magnify glass next to the Envelope number
 1. Search by last name first
 2. If no results are found: Search by First name
 3. If no results are found: Search by Address
 4. If still no results are found: Place back in the Safe
 - ii. Write the envelope number on the envelope and check then search for the next unknown envelope number.
 - iii. Once you have all the unknown envelope numbers, click cancel and begin entering the contributions for those numbers.
13. Once all checks have been entered:
 - a. At the top of the Contribution Check Entry Screen switch to cash contributions and check the Manual Box.
 - i. Now you will be able to begin entering the cash contributions.
 - ii. Enter the envelope number if known, enter the amount, Fund Number, and Description if necessary.
14. Once all cash envelopes have been entered:
 - a. Enter the Loose Plate cash offering and any No Name Cash offering.
 - i. Loose Plate is Envelope Number: 50000
 - ii. No Name Cash Envelope Number: 5000

Completion Procedure: This Procedure is for after ALL Contributions have been entered

1. Contributions > Reports – Contributions > Unposted Contributions
 - a. Make sure it is only for the date you entered Contributions on.
 - b. Unclick the Pledges option and Run the report
2. Have the Computer person read off the amounts in order to someone who is verifying them on the checks.
3. Next: Verify the cash Contributions are entered correctly
 - a. Verify the Loose Plate and any No Name Cash Contributions
 - b. Once all amounts have been verified: Put the Cash all together and Print this report
4. Go to Contributions > Reports – Contributions > Bank Deposit Slip, Unposted Contrib.
 - a. Chose the date you entered the contributions for and Run this report
 - b. Print this Report and Use to fill out deposit slip

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5. Take the briefcase and **Bank bag 540** out of the locked cabinet Next to the folding machine.
 - a. The Key is in the bottom of the cabinet next to Lee Anne's Desk.
6. Fill out the deposit slip
7. Stamp the back of each check 'For Deposit Only'
8. Then, place all Cash and Checks in Bank Bag 540 along with the deposit slip and a copy of your reports.
9. Use the Key labeled 540 in the top of the briefcase to lock the Bank Deposit bag.
10. Take the Night Deposit Key out of the Safe and have 2 unrelated people take the bag to the bank to put in the night deposit box.
11. Then bring the night deposit key back and place it in the safe.
12. Place a copy of your reports wrapped around all of the envelopes in the briefcase and return it to the cabinet. **Do Not Throw Away Any Envelopes!**

THANK YOU!!!