



Expenditure Request/Reimbursement Policy

To: Resurrection Members, Ministry Directors, Staff

Policy author: Laura Fleisher, Council Treasurer

Adopted/Effective Date: June 3, 2014
Revision Date: January 26th, 2021

Statement of Policy: To outline the rationale and process for expenditure requests and reimbursement

The Pastor(s) and Ministry Directors develop programs, plan worship themes, offer courses and support Partner efforts based on the goals and objectives established and approved within the Strategic Ministry Plan. To ensure we have the resources required to achieve these goals and objectives, it is important that the Ministry Directors monitor expenses made on behalf of the ministries they manage. This policy is developed to help us be good stewards of the financial resources we have been given. ***When purchasing items to support Resurrection ministries, approval outlined below must be made prior to the purchase.***

I. Budgeted Items – approval for purchase

- a. Ministry Directors must approve all purchases within their Ministries falling under their budgets from \$0.00 to \$500.00.
- b. Operations Director and/or Executive Pastor must approve all purchases from \$500.00 to \$2500.00.
- c. Council Treasurer must approve all purchases over \$2500.00 dollars.

II. Non-Budgeted Items – approval for purchase

- a. Operations Director and/or Executive Pastor must approve all non-budgeted purchases.
- b. Council Treasurer must approve any non-budgeted item over \$2500.00.

III. Dedicated Funds

- a. Ministry Directors must approve all purchases within their Ministries falling under their budgets from \$0.00 to \$500.00.
- b. Operations Director and/or Executive Pastor must approve all purchases from \$500.00 to \$2500.00.

- c. Council Treasurer must approve all purchases over \$2500.00 dollars.

IV. Process for expenditure request of Budgeted and Non-Budgeted Items:

- a. All Budgeted Expenditures will be submitted for approval and record keeping via Slack.
- b. Refer to points I, II, III to ensure appropriate parties approve expenses prior to purchase.
- c. All Expenditures will have the following information completed:
 - o Type of Expenditure: (Budgeted, Non-Budgeted, or Designated funds)
 - o Expenditure Authorization Request: (Initiator's Name)
 - o Type of Purchase: (Check or Debit)
 - o Item(s) Description and Purpose: (Provide Adequate Detail)
 - o Cost:
 - o Budget Line #:
 - o Vendor:
 - o Date Authorized:
 - o Authorized By: (Ministry Director's Approval)
- d. Once the Expenditure request has been approved, the item may be purchased.

V. Process for reimbursement:

- a. Partner in ministry can submit receipt and paper copy of expenditure request to responsible Ministry Director.
- b. Ministry Director approves or denies request, all reimbursements should be lower than \$500 and have been budgeted. If not gain approval from Operations Director / Executive Pastor prior to purchase.
- c. Once approved, partner purchases approved items.
- d. Partner in ministry returns receipt to Ministry Director.
- e. Ministry Director promptly enters expenditure request into Slack following the below format with receipt:
 - o Type of Expenditure: (Reimbursement)
 - o Person requesting reimbursement:
 - o Location of Reimbursement: (Address or Church Office, where to send the check)
 - o Type of Purchase: (Reimbursements will always be checks)
 - o Item(s) Description and Purpose: (Provide Adequate Detail)
 - o Cost:
 - o Budget Line #:
 - o Vendor:
 - o Date Authorized:
 - o Authorized By: (Ministry Director's Approval)
- f. Once submitted into Slack with Receipt, Financial Assistant will send out reimbursement check within 7 days.

Special notes:

- Tax is not reimbursed. Please consult with Operations Director or Financial Assistant prior to purchase if assistance is needed with applying / gaining tax exemption.