

Celebration Lutheran Church

Payment and Reimbursement Policy

Purpose: The Congregational Council of Celebration Lutheran Church has the ultimate fiduciary responsibility for the financial well being of this church. This policy sets to codify and prioritize the categories of payments and the process for reimbursement when needed. Payments shall be made from the following categories:

Specific

These items are specified in the budget and occur on a regular basis. These items include, but are not limited to: salaries, utilities, insurance, and items in which immediate payment is required by contract. The Treasurer is automatically authorized to pay items in this category as needed.

Budgeted

These items are specified in the budget but do not necessarily occur on a regular basis. These items include, but are not limited to: worship supplies, custodial supplies, Christian education materials, office supplies, and other items in which immediate payment or reimbursement is not required. The Treasurer is authorized to pay items in the Budgeted category upon receipt of an approved voucher*.

Pass-Through

The Pass-Through category are contributions that are made to agencies which this congregation has specified a desire to financially support but are above and beyond normal benevolence dollars. Examples of this might include support for Habitat for Humanity or The Boy Scouts of America. These monies are usually contributed independently of normal tithes and offerings. The Treasurer is automatically authorized to pay items in this category as appropriate.

Holding Account

These are independently financed, non-budgeted accounts that are created for congregational groups. The Treasurer shall be authorized to pay items in this category upon receipt of an approved voucher*.

Non-Budgeted

This category is for all items not included above. All items in this category shall require prior approval from the Congregational Council. The Treasurer is authorized to pay items in this category only upon council approval and receipt of a completed voucher*.

***Vouchers**

Vouchers shall normally have a receipt attached and must include the following information:

- Name of the person or organization to be paid/reimbursed.
- Amount
- Purpose
- Budget line item number
(If the line item is not known, check the list posted by the office mailboxes, or contact the church office administrators. It is not the Treasurers responsibility to complete this line)
- Authorized signature

Vouchers lacking these items shall be returned unpaid until completed.

Persons authorized to sign vouchers are:

- Members of the Church Council
- Pastor(s), President, Vice President, and Secretary of the congregation council, unless the Secretary has been appointed per Chapter 11 of the congregational constitution. The Treasurer is not authorized to sign vouchers.
- Chairs of committees, task forces, groups and ministries responsible for the specific line item

Allow a minimum of one week plus delivery time for payment/reimbursement.

CELEBRATION LUTHERAN CHURCH
REIMBURSEMENT/PAYMENT VOUCHER

CHECK WRITTEN TO _____

AMOUNT OF CHECK \$ _____ ACCT. NUMBER(S) _____

If you do not know the correct account number leave this section blank and place voucher in the Office Administrator's (Secretary's) mailbox

PURCHASE/REIMBURSEMENT EXPLANATION _____

ATTACH ALL RECEIPTS

IF YOU WANT CHECK TO BE PUT INTO YOUR CHURCH MAILBOX PLEASE CHECK HERE _____

MAIL CHECK BY (what date?) _____ TO _____

Date

Authorized Signature