

Sequim Vineyard® Community Church
Financial Policy
10-20-2006 updated on 10/20/2006

The following information is being provided to you to ensure that Church funds and ministry expenses are properly accounted for and to clear up any areas of confusion. This policy will be revisited and revised if needed in our annual February Board Meeting.

1. **Ministry Income.** For all church-related activities:

ALL checks are to be made payable to "SVCC" and turned into the office or the Secretary for deposit into the Church checking account

ALL cash is to be turned into the office or the Secretary for deposit into the Church checking account

CHECKS ARE NOT TO BE MADE PAYABLE TO INDIVIDUAL MEMBERS UNDER ANY CIRCUMSTANCES.

Why? To ensure that members payments are used for their intended purpose and to ensure that the expenses for a particular ministry are actually paid.

2. **Ministry Expenses.** Expenses are to be reimbursed via check from the church account.

Use the downloadable Expense Reimbursement form and attach copies of receipts to support expenses. These forms may be found at sequimvineyard.com/office/forms. Completed Forms should be turned into the church office. All ministry expenses and reimbursements are to be approved by the Finance Committee.

DO NOT PAY EXPENSES FROM CASH RECEIVED.

Why? If people pay ministry expenses from the cash, then we have no idea how much it costs to operate a particular ministry. ***In addition, every penny that comes through the Church can be used towards qualifying for a loan to build our permanent facility in the future.***

3. **Non-Cash Donations.** If you choose not to be reimbursed and would like to pay for a ministry expense personally:

You may submit an "Expense Reimbursement Form" with a copy of the invoice or receipt with the words "NON CASH DONATION" across the top. These forms can be found at sequimvineyard.com/office/forms. This will ensure that you also get credit on your tithe statement. Completed forms should be turned into the church office.

Why? For budgeting purposes we need to know how much it costs to operate a particular ministry. This method also ensures that you receive a proper receipt for tax purposes.

4. **How to Pay for Ministry Expenses.**

Reimbursement. Pay for the item out of your own pocket. Obtain a downloadable "Expense Reimbursement" Form found at sequimvineyard.com/office/forms. Complete the Expense Reimbursement Form and attach a copy of the invoice and turn it into the church office. You will be reimbursed via check within 1-2 weeks. If you need the money sooner, contact the Secretary.

5. **Receipts-RECEIPTS-RECEIPTS!** The basic policy is "No receipts - No reimbursement". In the event you have lost a receipt, you will need to complete a downloadable "Reimbursement Form" found at sequimvineyard.com/office/forms and prepare a statement that includes how much you spent, where you spent it and what the expenditure was for. Please also include your name and date and why you don't have a receipt. Please turn into the church office.

Why? The IRS, as well as any bank that may lend to us in the future, requires that to reimburse an individual, we need to have proper documentation. Lack of proper documentation could be considered misuse of Church funds and loss of the Church's tax exempt status.

6. **Blessing Other Families Within Our Church.** If you wish to "bless" someone who is needy within our church, you may do so, but such contribution are generally NOT tax deductible. If the Church takes a special offering for a particular need, then such contribution will generally be tax deductible.

Why? Generally, money given by one individual to another individual is not considered tax deductible. In addition, the IRS precludes individuals from giving money to a Church that would convert a previously non-tax deductible item into a tax deductible one.

If you have any questions please contact the Church Finance Committee.