

**ASBURY UNITED METHODIST CHURCH  
APPROVAL OF EXPENDITURES POLICY  
JANUARY 22, 2007**

**Expenditure Limits**

All expenditures at Asbury except for regular monthly payments/bills must be approved before finances are disbursed. The proper form for requesting money must be completed by the requestor. This policy includes expenditures that would be disbursed by an Asbury check or credit card. This policy also includes reimbursements. All requests for expenditures should be itemized as appropriate. The only exception will be emergency situations when the need could not be foreseen or planned.

All financial needs should be in compliance with the Two Month Expenditure Policy by April 1, 2007.

The Pastor will approve all requests for expenditures under \$500.00 in accordance with the expenditure policies. Expenditures requested by the Pastor will be approved by the Treasurer (1) or Financial Management Team ( FMT) Chair (2) or the Council Chair (3).

Other than an emergency or the exception, check signers will not sign a check if they have not seen the request approval. Authorization to use an Asbury credit card will not be given unless a request has been approved.

Approval for expenditures greater than or equal to \$500 will be approved by Council. Expenditures of this amount will not be approved by Pastor or Council Chair individually or in conjunction but by the consensus of full Council members. In the event, that Council does not meet in a timely manner, a phone or email poll of the Council members must be conducted and documented to obtain approval for expenditures equal to or greater than \$500. Full Council members for all intended purposes means the leaders of all of the ministries plus the Council Chair, the Pastor, the Treasurer and Lay Ministers.

When a poll must be conducted, it will be completed within three business days and/or reasons given as to the results of Council's decision otherwise within the same time frame in writing. In other words, a request will not sit idle, it must be given priority and in compliance with the expenditure policies.

Expenditures will only be approved if the items are budgeted items or are necessary to continue operations.

## **Two Month Expenditure Approval Policy**

Approval of expenditures for special events (such as purchases of banners, printed materials, gifts, food, flyers, etc) must be approved two months in advance of the event. An itemized budget must accompany the request. The request must be submitted to the finance team by way of the church office and approval will then be requested from Council.

At the beginning of the second quarter (April 1, 2007) it is expected that all request for church funds for any business or function will be requested two months prior to the need.

Expenditures for these events must be budgeted items. Expenditures not requested two months prior to the event and not a budgeted item will not be approved.

**The Council reserves the right to flex this policy given our purpose.**