



**Vernon Park
Church of God**

**Ministry Budgeting
and
Requisition Procedures**

Table of Contents

- I. General Information.....Page 3**
- II. Requisition Process.....Page 4**
- III. Budgets.....Page 5**
- IV. Ministry Quarterly Expenditure Summary.....Page 6**
- V. Ministry/Committee Event Approval Form.....Page 6**
- VI. Budget and Finance Approval Form.....Page 6**
- VII. Fundraising.....Page7**
- VIII. Hospitalization And Bereavement.....Page 7**
- IX. Bookstore Operations.....Page 8**
- X. Quarterly Summary Form.....Page 8**
- XI. Event Approval Form.....Page 8**
- XII. Budget & Finance Approval Form.....Page 8**
- XIII. Requisition For Finance.....Page 8**

Vernon Park Church of God utilizes Church and Compliance system by Michael Chitwood. His purpose for writing the compliance system was to make available to churches and nonprofit organizations a system on how and where to start to organize financial records. Members of the budget and finance committee, the Church Administrator, and the Director of Development have taken Michael Chitwood's compliance course. This course is said to be the most complete church and nonprofit compliance system ever assembled. For the purpose of this manual Church and compliance system will be referred to as CCS system.

I. General Information

a. All receipts are due within 7 days of transactions. The CCS system strongly discourages writing checks to individual church members for reimbursement. With prior written approval from VPCOG Church Administrator, all requisitions for reimbursement must include applicable receipts. Checks will be issued within two weeks of requisition date.

b. Vendors should be paid by Vernon Park Church of God check; VPCOG must be invoiced for all purchases. A minimum of 7 days is required for checks to be issued.

c. Vernon Park Church of God checks written to individual members for reimbursement are strongly discouraged. Purchases should be made through vendors accepting Vernon Park Church of God checks. Reimbursements for church expenses must be treated as income to individual members and employees unless both of the following two conditions are met:

- 1.** All reimbursements in excess of actual expenses must be returned to the church; and
- 2.** The individual member or employee must adequately account to the church for the expenses for which he/she receives church funds.

d. If reimbursed expenses paid to individual members or employees do not satisfy the above conditions, the church must withhold appropriate income taxes, and (when applicable) the church may be required to pay the employer's share of the Social Security tax (FICA) on the amount of reimbursements.

e. All individuals, Businesses, Corporations, Sole-proprietorships providing professional or consultant services will be done on a contractual basis only. A proposal must be submitted to the church office. Applicable licenses, Tax identification numbers/Social Security Numbers are required. Contracts may be subject to negotiation and/or a bid process.

f. Vernon Park Church of God Ministry leaders may not obligate the Church by signing contracts. All contracts must be submitted to the church office to be approved and signed by VPCOG designated signers.

II. Requisition Process

a. Beginning January 01, 2006 Vernon Park Church of God is incorporating a date and time stamp to the requisition process. A date and time stamp machine will be placed in the Ministry room, a second date and time stamp machine will be placed in the church office.

All requisitions must be stamped by the ministry finance person requesting funds, and placed in the Church Administrator's mail box. The Vernon Church of God Church Administrator is responsible for processing all requisitions. The CCS system recommends processing and stamping all requisitions in duplicate, maintaining a copy for ministry file.

b. Requisitions will be processed by the church administrator, and returned to the Executive Assistant in the church office. Requisitions will be date and time stamped a second time to verify receipt by the Executive Assistant. The Executive Assistant will complete process for payment. The requisition process will take 2 weeks. Checks will be issued two weeks from the date stamped by the ministry finance person.

c. The CCS system recommends that all requisitions have a transaction number, necessary for transaction reports.

d. Expenditures requiring requisitions should be limited to programs signed off by the Body Life or Church Administrator and program budgets signed and approved by the Pastoral staff.

*Please note that the Body Life or the Church Administrator will discuss issues, or review plans at their discretion, with the Senior Pastor.

e. All requisitions must be signed by the Ministry Chairperson. The Chairperson is responsible for all ministry expenditures.

III. Budgets

a. All Ministry budgets were pre-determined by the Senior Pastor and The Church Administrator. In completing proposed expenditure summaries, grand totals may not exceed pre-determined amount.

b. Expenditure summary forms only serve to summarize plans for the information of the Pastorate and the Budget and Finance Committee. All expenditures, inclusive of programs, events, training, and purchases, must be approved by the Pastorate and the Budget and Finance Committee, in that order.

c. Every Ministry must have an expenditure summary on file, no exceptions.

IV. Ministry Quarterly Expenditure Summary

- a. All Ministries are required to submit a quarterly summary. These summaries allow the Pastorate, and the Budget and Finance Committee to review each Ministry's program, growth, development, and budget management on a three-month basis. The Ministries may also use the summary as a self-evaluation tool, in the areas listed above.
- b. Funds will be withheld pending submission of quarterly summaries.
Due dates are listed on the summaries.

V. Ministry / Committee Event Approval Form

- a. All Ministries are required to submit a Ministry / Committee Event Approval Form.
- b. All events, major purchases, and training must be approved and signed by the Pastorate, prior to Budget and Finance approval.

VI. Budget and Finance Approval Form

- a. All Ministries are required to submit a Budget and Finance Approval Form. Finances will not be considered without prior approval from the Pastorate.
- b. All events, major purchases, and training must be included on your 2006 Budget Summary to be considered. Any event requiring a contractual agreement and monetary deposit must be submitted a minimum of one month prior to contract due date for signature and final approval.
- c. Upon submission and review of Quarterly Expenditure Summaries, requests for expenditures not included on 2006 Budget Summary will be considered.

VII. Fundraising

- a. All fundraising initiatives should be submitted to the Church Administrator for review with the Senior Pastor. The Senior Pastor will submit initiatives to the Trustee Board at his discretion.
- b. All funds must be turned in immediately by placing in a sealed envelope and placed in the safe located outside the church office. Funds are not to be held at any time.

Ministry Dues

- a. Ministries may collect dues from its members. Dues should be counted and placed in the safe outside the church office, and will be deposited into a Vernon Park Church of God bank account. Please maintain accurate records.
- b. Ministry leaders may request funds as needed; the regular requisition process will apply. Dues will not affect Ministries' annual budgets.
- c. In cases of bereavement or benevolence, funds requested from dues may be processed in less than two weeks.

VIII. Hospitalization and Bereavement

- a. Vernon Park Church of God members hospitalized or in bereavement due to the loss of an immediate family member will receive a plant/or flowers from the church as a token of love and encouragement.
- b. Immediate family members are defined as spouse, parent, child, sister, or brother. Please notify/or have the church notified with the appropriate information.

IX. Bookstore Operations

- a. The function of the bookstore is to be the authorized agent for the Vernon Park Church of God.
- b. Vernon Park Church of God reserves the right to all selling of books, tapes, compact discs (cd's and other printed matter that further enhance the church's ministry and delegates this task to the bookstore).
- c. The bookstore will be operated under the direction of the Bookstore Manager. The Bookstore Manager shall be responsible to the Treasurer of the Vernon Park Church of God.

X. Quarterly Summary Form

XI. Event Approval Form

XII. Budget & Finance Approval Form

XIII. Requisition for Finance

