

20 LEAD 19

MANCHESTER UNITED METHODIST CHURCH

FINANCIAL PROCEDURES FOR MINISTRY LEADERS



MARY PETTIT

Director of Finance

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As a ministry leader, the following procedures will help you manage the financial needs of your group.

EXPENDITURES

Manchester UMC is a not-for-profit organization and is exempt from sales tax. Before purchasing for the church, obtain a copy of our SALES TAX EXEMPT LETTER (enclosed) to present to the vendor so the church will not be charged sales tax. More letters are available in the volunteer workroom. Remember, sales tax on purchases *will not* be reimbursed.

Phil Estes, Executive Pastor of Operations and Generosity, should be contacted prior to purchasing any church assets or equipment, including items of small value. All vendor contracts should be forwarded to Phil for review and approval. If office supplies or accessories are needed, contact Sherri Estes, our Office Manager, who is responsible for the supply inventory. She can assist with vendor information and pricing.

REIMBURSEMENT REQUEST FORMS are available in the volunteer workroom (see enclosed sample). All requests for reimbursement should include this form with the appropriate receipts attached to the back of the form.

Reimbursement requests should be turned in within 30 days of purchase. Please fill in the form completely, i.e., name and address, brief description of expense purpose, General Ledger account number and amount. Don't forget to sign as the authorized buyer. There is a Chart of Accounts in the binder marked Financials in the volunteer workroom for looking up the appropriate General Ledger account number for your ministry. Be sure to write any special instructions for check distribution in the upper-right corner of the check request form: i.e., Hold for Pick Up, or put in Forever Young box. The absence of any special instructions indicates that the check will be mailed to the payee.

Checks are printed once a week, early on Wednesday morning. Requests for checks should be received by the Finance Director no later than noon on Tuesday of the week you want the check. Requests, with receipts attached, can be put in the staff workroom mailbox, dropped in the wall slot outside the Finance Director's office, mailed or scanned and emailed to accountspayable@manchesterumc.org.

VENDOR RECEIPTS/INVOICES or other bill forms that show purchases charged to MUMC should be turned in to the Finance department with authorized signature and expense account code immediately after the purchase is made. The required signature and the expense code can be written directly on the invoice, and any packing slips or receiving documents should be attached. A Check Request form is not needed for vendor payments. Please do not hold charge receipts/invoices. Finance needs the documents asap to support vendor billings. Following this procedure saves valuable time trying to identify the purchase, obtain proper authorization, assign account coding, etc., when it is time to pay the bill.

Only certain individuals within a ministry are authorized to spend church funds. Please make sure that the check request form and any invoices or other bill forms turned in to the Finance department for payment are signed by an authorized person. Example: ministry leaders and department directors.

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RECEIPTS

All monies received by your ministry should be delivered to the Finance Director as soon as possible for safe-keeping and deposit to the bank. Zippered collection bags are available if needed.

Include a DEPOSIT ENVELOPE FORM (see enclosed) with the checks and/or cash. Complete the form, including activity and ministry, GL account number, amount, and your name. If you are tracking individual payments for ministry purposes, please prepare your listing prior to delivering the deposit to Finance.

Deposits can be hand-delivered to the Finance Director or dropped in the wall slot outside the Finance Director's office.

SPECIAL EVENTS AND FUNDRAISING

If you are planning a ministry special event, please contact the Finance Director several weeks in advance to plan how money will be collected and disbursed regarding the event.

REPORTS

Ministry reports detailing year-to-date spending will be provided monthly by the Finance Director. Reports are usually available on or about the third Sunday of each month for the prior month. Please notify the Finance Director of the type of reports needed by your ministry, and each month thereafter, the reports will be included in the same ring binder marked 'Financials' in the volunteer workroom. Ministry leaders can remove their reports from the binder each month. Reports can be emailed monthly or quarterly, if electronic delivery is preferred.

BUDGETS

Each ministry is expected to keep track of its approved ministry budgets and the expenditures against them. No ministry can overspend its collective budgets. The Finance Director will monitor the ministry expenditures throughout the year and advise the Executive Pastor of Operations and Generosity if the total department budget is at risk of being overspent. The Executive Pastor of Operations and Generosity will work with the ministry to address concerns and resolve any problems.

Budget requests for the new year are usually drafted in late summer or early fall. Approval of requested budgeted funds usually takes place within the first month of the new year. This approval is directly related to the commitment response in dollars for the annual operating stewardship campaign. After the campaign, the Leadership Board will re-evaluate budget requests in relation to the amount of funds committed. A final determination of the accepted budget will be communicated as soon as possible after the campaign.