 Financial Policies

Fifth Avenue Presbyterian Church

302 Patton Avenue NW

Roanoke, VA 24016

**Introduction**

The following policies were adopted by the Session in order to have a uniform process for handling church money; receipts and expenditures, which will provide a written trail for accountability. Also, these policies are designed to provide a procedure for insuring that policies are properly implemented.

Church Bank Accounts, Certificate of Deposits, Money Market Accounts

 Official signatures for access to all church affiliatè banking institutions/transactions are any one of the following persons, The Treasurer, The Clerk of Session and the Financial Secretary

> No church organization, ministries, or programs will maintain separate banking accounts, especially when money received is given in the name of Fifth Avenue Presbyterian Church.

Budgeting (Treasurer)

1. There shall be an annual budget developed, and presented to the Session for approval by November of each year.
	1. Projection of income will be based on the patteryedofgiving for the previous year and anticipation ofgiving and fundraisers for the upcoming budget year.
	2. A calculation will be given to determine the average giving per person needed to meet the proposed budget.
	3. Church ro rams and ministries must submit an annual budget request by October of ea month Such request will include a plan of activities with dates and costs for the proposed budget year
2. There shall be an end ofthe year income and expenditure report by cost centers provided to the Session no later than February of each year.
3. There shall be quarterly financial report provided to Session that gives the status of the income and expenditures to date as compared to the projected budget This is done to track whether we are under or over budget regarding our initial projections and to make necessary adjustments, if needed
4. The budget should contain a costs center for each income category source and as well as for expenditure categories.
	1. Income:

i. General Fund ii. General Missions iii. Hunger fund iv. Maintenance/Equipment

* 1. Annual Presbytery Assessment 
	2. Special Giving vii. Investment/Savings/Restricted Accounts

b. Expenses:

i. Building Expenses:

* + 1. Custodian
		2. Grounds
		3. Repairs
		4. New Equipment
		5. Heat
		6. Lights
		7. Water
		8. Telephone
		9. Website/internet ii. Land:
		10. Property Taxes
		11. Land Purchase
		12. Other Land Costs iii. Christian Education:
		13. SS Supplies
		14. Bible School Supplies
		15. Leadership Training
		16. Youth Program Supplies
		17. Youth Program Activities
		18. VBS Program Supplies & Lesson Plan iv. Ministry:
		19. Pastor's Salary
		20. Travel Expenses
		21. Continuing Education

v. Mission:

* + 1. Presbytery of the Peaks
		2. Other Benevolence
		3. Local Mission
		4. Worldwide Ministries vi. Memberships:
		5. Presbytery ofthe Peaks Black Caucus
		6. Nation aO)resbyterian Ba Caucus
		7. Other: 4.

5.



vii. Operations:

* + - * 1. Support Staff
				2. Office Supplies
				3. Postage
				4. Insurance
				5. Printer Maintenance/Supplies
				6. Computer Maintenance/Supplies
				7. Other viii. Worship:
				8. Fellowship
				9. Musicians
				10. Materials
				11. Pulpit Supplies (including communion)

E. Expenditures will be paid with billing invoices or approved expense vouchers with receipts. Each voucher shall have an approved signature from Committee chairmen, authorized employee or Clerk of Session.

Management of Sunday Offerings (Financial Secretary)

I. Sunday offering will be collected and counted on the church premises. Under no circumstance, will uncounted offering money leave the premises.

* 1. There will always be two counters available to count the offering on the church premises. An accounting of all money received per income source will be validated with signatures of two counters, which will attest to the total amount of money received and counted.
	2. A tracking form of each individual giving by source will be completed for each Sunday offering.
	3. The Sunday Tracking Form and the Offering Receipt Form must equal the total of all the cash/checks received for the dated Sunday offering.
	4. A bank deposit slip must be completed in triplicate and a copy of the deposit transaction receipt must be attached to the Treasurer's copy of the Offering Receipt Form, the Clerk of Session's copy and the Financial Secretary's copy
	5. Each Sunday offering must be deposited within 24 hours of receipt of the offering. Sunday night deposit is preferable. When a Sunday deposit is impossible, the counted validated offing must be placed in a locked box/safe or in a fire proof locked bank deposit bag until a deposit is made on the Monday morning following the Sunday offering intake.
	6. Persons authorized to make bank deposits are: The Financial Secretary, The Treasurer or, Clerk of Session or the Chairman of the Finance Committee.



# Fifth Avenue Presbyterian Church

302 Patton Avenue N W Roanoke, VA 24016

Date:

Member Envelops

Current Expenses 

General Mission 

Hunger Fund Maintenance/Equipment 

Loose Plate 

Sub-total  TOTAL

Designated Special Offerings







|  |  |  |
| --- | --- | --- |
| Sub-total |  | TOTAL |



GRAND TOTAL COLLECTED

Name/Signature of Counters



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Check Number.



Fifth Avenue Presbyterian Church

301 Patton Avenue, Roanoke, VA 24016

 Expense Voucher

Items: (Please give description)

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Total Amount-to be Pai

Write check to:

SubmitteUApproved by:

Charge to theEllowîng derxzrtment ofthe church:

* Building ExpensE:  Christian Education:

O

Telephoœ

SS Supplies

Leadership trammg  D Other CE

Ministry:

Salay

 D E'Qa1.sö

* O Continuing

Land: Mision: Worship:

 Taces O Presbytery ofthe Peaks O Fellow¾

 Lhnd Purchase Other

O Other Land Costs O Local Mision Materials

 Worldwide Ministries D Pulpit