**Bellevue Heights UMC Financial Policy**

1. Each church committee is assigned a budgeted amount annually. The responsibility of maintaining that amount is with the chair person of the committee.
2. All bills/receipts shall be submitted for approval for payment within 30 days of purchase or service rendered. The bill or receipt shall be attached to the standard BHUMC Expense Claim Form indicating which budget line item the bill should be expensed against. After approval of the bill, the budget line item owner shall forward it to the treasurer for payment.
3. Every form needs to be approved by the “owner” of the budget line item prior to payment. It is preferred that approval from the budget line item owner should be obtained prior to any purchase.
4. Any Budget line items without a specific owner will default to the Church Council for approval and be signed by the Chairperson of the Church Council.
5. Petty cash is maintained in the office with a balance of no more than $50, receipts are turned into the treasurer, before the petty cash is replenished
6. Any line item expense which goes over budget requires Church Council approval and could be the responsibility of the person who made the purchase.
7. Items 2, 3, 4 above, apply to the “Other Funds” found on the back of the Treasurer’s report.

Pastor specific line items:

 Housing allowance will be included in each pay check on a pro-rated basis

 Professional Expenses must be itemized for example for travel, miles and destination/purpose included

 Good Shepherd Fund disbursements are at the discretion of the Pastor, but can never go to a negative

balance.