

Policy and Procedures: Committing parish funds (spending)

Christ Episcopal Church, Marlboro, New York

Purpose

The purpose of this policy is to ensure expenditures remain within budgeted limits whenever possible, and that approval of nonrecurring expenses are approved by The Vestry.

Regularly recurring obligations

The Treasurer and others authorized by The Vestry may make payments from the Church's financial accounts to pay budgeted, regularly occurring obligations, including:

- Utilities
- Salaries
- Taxes
- Snow removal
- Trash removal

Nonrecurring expenses

Other nonrecurring expenses must be approved by The Vestry before expenses are incurred, including:

- Building and grounds
- Meals and entertainment
- Vestments, church furniture, books
- Office equipment
- Altar supplies
- Kitchen supplies
- Cleaning
- Office
- Congregational Support Plan
- Outreach
- Sunday school

The Vestry as a whole may delegate responsibility for monitoring individual budget line items, as necessary.

Wednesday, March 12, 2008