

Budget Expenditure Policy

The First Congregational Church of Mukwonago's Annual Budget is a spending plan developed by the Treasurer and Director of Budget & Finance. It is a document consisting of fixed and variable expenses based on prior years' expenditures and current projected sources of income. Its purpose is to help the church spend wisely and operate within its means. To that end, the following policies regarding expenditures, many of which are recommended by Church Mutual Insurance Company, shall be adhered to:

1. The Office Manager is authorized to pay all fixed expenses and variable operating expenses in a routine and timely manner.
2. Non-salary expenditures of \$1000 or more require two signatures on the check. Signatures may be a combination of any two of the following three officers: the Treasurer, Director of Budget & Finance, and Moderator.
3. Transfers of more than \$2000 into or out of different accounts require the written consent of both the Treasurer and Director of Budget & Finance. Consent may be given via email.
4. Church members requesting money to fund a project not currently in the budget must first complete a Ministry Request Form which goes before the Council for approval. If the Council approves the ministry, money may be allocated to that ministry lead.
5. Only Ministry Leads with a budget line are authorized to make expenditures up to the budget line limit. The expenditure will be applied only to the requesting ministry's budget line. Ministry Leads will use Check Request Forms which are available in the church office. The Office Manager will always place a copy of a ministry's Check Request Form in the appropriate Director's mailbox to help the Director monitor budget line limits. If a ministry's program/item cost will go over budget, or is not budgeted for at all, the Ministry Lead must get prior approval from the Council for the cost of that program/item.
6. Only the Treasurer and Director of Budget & Finance are authorized to instruct the Office Manager to assign an "unbudgeted" expenditure to a budget line or to make payment from the Reserved Funds.
7. Every January, the Council Secretary will provide the Office Manager with a comprehensive list naming the Directors as well as the Ministry Leads they oversee. Whenever there is a change or addition to ministries, the appropriate Director will inform the Office Manager.

Proposed 03.16.17

Adopted 6 -14 -2017

Revised 9-8-2021