

FIRST UNITARIAN CONGREGATIONAL SOCIETY BROOKLYN

A UNITARIAN UNIVERSALIST CONGREGATION

Reimbursement and Payroll Policy

Petty Cash

- 1) A Petty Cash advance may be given with the required approval (*see approval listing*)
- 2) Receipts and/or cash must be submitted equal to the amount of Petty Cash received
- 3) Expense re-imbusement may be paid out of Petty Cash up to a limit of \$20. Expenses above \$20 will be reimbursed by check

Expenses and Re-imbusement

- 1) All expenses must have required approval before being initiated (*see approval listing*)
- 2) A Check Request form must be submitted with the following information completed:
 - A) Name/address/phone number of requestor
 - B) Amount of and reason for expense
 - C) First Unitarian Budget Account number to be debited
 - D) Approved signature
- 3) Receipts MUST be attached clearly identifying vendor, date, and amount of expense
- 4) Sales tax for expenses over \$20 will not be reimbursed. Tax-exempt forms are available in the office or can be received via an email request to finance@fuub.org

Part-Time and/or One-Time Employees Payroll

- 1) Payment of all Part-time and One-time employees will be made via payroll check. No payment will be made in cash
- 2) All employees must submit a W-4 form (consultants submit a W-9 Form) with a valid social security number. All new hires must also submit an I-9 Form with a copy of Photo ID
- 3) As per the law, appropriate taxes will be deducted or a 1099 form will be distributed at year end
- 4) Paychecks will be distributed during the scheduled and posted pay periods

5) Payroll advances will only be allowed pending Board of Trustee approval

Required Approvals for Re-imbursments and/or Expenses

Committee/Event Based Expenses:	Committee Chair
Office and Building Custodial/Maintenance Expenses:	Director of Congregational Services
Religious Education Expenses:	Director of Religious Education
Music/Choir Expenses:	Director of Music
All Expenses:	Board President

Last Reviewed by Board: July, 2014