



Committee Budget Reimbursement Policy

Whereas, our congregation's financial health and well-being is a necessity for the accomplishment of our mission to *empower people to Grow spiritually, Care for one another, and Work for social justice and stewardship of the earth,*

The following policy shall govern the administration of committee and group budgets:

All committees and groups are expected to manage their expenses so as to not exceed their budgets.

Committee budget reports are available by request from the bookkeeper or the church administrator during office hours and with at least 48 hours' (two business days) notice.

No reimbursement checks will be issued above the budgeted amount without written board approval.

It is unlikely that the Board will approve budget overages except in extreme or emergency situations. If a committee or group incurs expenses over the budget without board approval it is probable these expenses will not be reimbursed.

To request Board approval, the committee or group chair should contact the president of the Board of Trustees or the Treasurer at least 2 weeks prior to the next scheduled Board meeting.

Approved by the Board of Trustees, October 20, 2015