



Reimbursement Policy

Whereas the First Unitarian Forward First strategic plan calls us to “Develop and responsibly manage the resources needed to support the congregation’s work and growth”,

the following policy shall govern reimbursement of budgeted expenses.

Tax Exemption

In order to benefit from the congregation’s tax-exempt status, every effort should be made for purchases of equipment and supplies to be made through the church office. Sales tax expenses for purchases over \$20 will not be reimbursed.

Reimbursement of Expenses

- Some committees and groups will be given expense budgets and are expected to manage their expenses so as to not exceed their budgets. Committee budget reports are available by request from the Bookkeeper/Office Manager during office hours and with at least two business days’ notice.
- The office is authorized to reimburse approved expenses up to the amount budgeted. Any expenses incurred beyond the budgeted amount must be approved by the Finance Committee, Treasurer, or Board of Trustees.
- All check requests should be submitted no more than 15 days after the expense is incurred and, in any event, no later than July 15th of the following fiscal year.
- A year-end expense reminder will be published through various means including, but not limited to, the weekly e-news, social media, and the printed order of service no later than June 15th of the applicable fiscal year.
- Reimbursement requests received after July 15th will be referred by the office to the Finance Committee or Board of Trustees and may be charged to the following fiscal year’s budget or refused payment.
- All requests for reimbursement must be submitted with the following:
 - Completed check request form (available in the church office or on the website under policies and procedures)
 - Receipts equal to the amount requested

Petty Cash

- A petty cash advance of up to \$20 for an immediate need of incidentals may be provided at the discretion of the Office Manager or Congregational Administrator/Director of Congregational Life/Executive Director (CA/DCL/ED).
- Receipts and/or cash must be submitted equal to the amount of petty cash received.



Fund Raising Cash Advances

- A cash bank may be requested from the office at least 3 business day before the event. Requests should be in writing by email to the office manager and should include total amount and denominations needed.
- For more information on fundraising procedures, see the Fundraising Policy.

Required Approvals for Reimbursements

Expenses submitted by committee chairs or staff within the budgeted amount: CA/DCL/ED, Treasurer, or Board (Co-)President

Expenses above the budgeted amount: Finance Committee, Treasurer or, Board President or (Co-)President

This policy supersedes all previous policies that reference reimbursements, cash advances, or petty cash.

Adopted by the Board 4.14.22