

CALVARY CHAPEL WILMINGTON FINANCIAL SPENDING PROCEDURE

PURPOSE:

This process is to foster stewardship of Finance Board over God's money entrusted to us. It is not to base our faith on our budget. Our spending decisions are to be faith based and Holy Spirit guided.

SCOPE:

This procedure is intended to guide the ministry leader with regards to spending church funds. This procedure does not apply to Benevolence or Missions unless they exceed budget.

Examples of what this procedure applies to rental agreements, special events, normal operating supplies if over Senior Pastor spending limit, service agreements (janitor, landscaping), equipment, furniture and fixtures.

Process:

1. The FOC and the Sr Pastor will set ministry budget amounts (monthly and yearly) for each ministry, based on input from the ministry leader.
 - a. Each ministry leader is responsible for knowing your monthly allotment.
 - b. At any time you may contact Annette to see how much money is available in your ministry budget.
2. A ministry leader may spend an amount up to the budget amount each month.
 - a. You may submit a check request to Annette for a check to a specific vendor
 - b. **CCW does not refund individuals for purchases made on behalf of the church unless the purchase has been approved ahead of time.**
 - c. *Note: We prefer to purchase directly, as the church can submit to have the NC sales tax refunded to us. If you make a purchase, and we reimburse you, we cannot obtain a sales tax refund.*
3. If you need to spend funds above your monthly budget, you will need to submit a **"Spending Authorization Request"** form.
 - a. If needed, the Sr Pastor can approve spending up to \$250. This should only be requested for emergencies.
 - b. Any spending above \$250 must be reviewed by the Financial Oversight Committee.
 - c. Fill out the form completely, and give to Annette.