

EVENT PLANNING, POLICIES AND PROCEDURES

BUDGET & FINANCE



BECAUSE FAILING TO PLAN PROPERLY IS
PLANNING TO FAIL EPICALLY.

UPDATED FOR 2021

PURCHASES, REIMBURSEMENTS, TAX EXEMPTION, AND USE OF CHURCH CREDIT CARD

Updated 2021 (please note changes for Covid shutdown)

ORDERS:

The office will not place any orders for supplies, books, conference materials, etc. for Ministries with their own budget.

Ministry Leaders are responsible for reviewing and adhering to their budget, and the guidelines and policies set forth by the Budget Ministry.

It is advised to avoid spending your own money for ministry use to avoid having reimbursements denied.

While the office is available to assist you with designs, Ministry Leaders with their own budget are responsible for placing their own orders.

The office will continue to process requests for orders from the Pastor, Trustees, Maintenance, the Administrative Office, and for those ministries who fall under "General Operations".

For these ministries who qualify for order assistance pre-approval for church credit card use is required:

Pre-approval for credit card use is obtained by submitting a completed voucher along with the following:

- Documentation for items requested.
 - Please provide a screenshot of your order cart or a link to each item.
 - Allow ample time for processing & shipping, specifying if standard or rush shipping is necessary.
 - It is also helpful to supply alternates should quantities be low or out of stock.
 - *Please note: The office will not search for sales. If an item is no longer discounted at the time that the request is received by the office, the item will be purchased at the current price of the vendor.*
- Notation? with the voucher specifying that the ministry is requesting pre-approval for use of the church credit card. This will ensure that a check is not unnecessarily cut.

Once pre-approval is received, Budget will notify the office, who will then contact the ministry leader to obtain any other pertinent information to process the order.

TAX-EXEMPT FORMS:

Please be advised that requests for our tax-exempt form must be submitted for approval by emailing the office at office@PRBCLansing.org. Please note why you need the form and the company that you need the exemption applied to. Please allow 2-3 business days for processing.

BUDGET PROCESS AND PROCEDURES

Updated 2021

1. PAYMENT REQUEST FORMS (VOUCHER) SHOULD BE FILLED OUT COMPLETELY

- Date of the Request
- Date the funds are needed
- Payable to
- Amount Requested
- Preapproved Request? (Yes or No)

- Indicate if the check will be left in the ministry box or mailed to the payee
- Reason for request
- Payment Type
- Ministry section completed by the leader
- Requestor section completed

2. PURCHASES UNDER \$100 INVOLVING PREAPPROVED MINISTRY BUDGET

- Do not need pre-approval from the budget committee
- Must be in line with the expenses previously allocated when the ministry budget was approved
- Must be submitted within 7 days of purchase with a receipt for reimbursement
- Must have a completed Payment Request Form

3. PURCHASES OVER \$100 INVOLVING PREAPPROVED MINISTRY BUDGET

- Must be submitted for approval to the budget committee at least 7 days before the funds are needed.
- Are subject to review by the budget committee. Funding or reimbursement is not guaranteed.
- Cash advance requests should be submitted with a completed purchase request form with the advance box checked. Any purchases made as a result of a cash advance must have receipts provided to the accounting committee within 7 days of the purchase date. Receipts should be placed in a turnover envelope along with any unused funds with a description of the event or item purchased.

- For items purchased on account from an approved vendor associated with the church i.e. Sam's Club, Speedway, etc. a purchase request form must be completed for the ministry that is being charged along with attached receipts. Make sure the "on account" box is checked.
- Requests for reimbursements should have a completed purchase request form with the "invoice" box checked. Receipts should be attached.
- Do not hold onto the money to use for purposes that were not originally approved when the advance was given.

Failure to stay within these guidelines will result in a delay in future advancements and reimbursements.

4. GENERAL OPERATIONS EXPENSE REQUEST

- Each ministry that is allocated funding has a defined budget for that fiscal year. For all requests outside of the ministry funding process a "general operations form" must be completed. This request will be reviewed by the budget committee. If additional information is needed the person submitting the request will be contacted. A decision will typically be made within 30 days.
- Once approved, receipts must be submitted for reimbursement or to reconcile a cash advancement. This also applies to the payment of invoices submitted with a "Payment Request Form".
- General Ops requests will be reviewed by the committee to determine if there will be any reoccurring expenses that need to be accounted for in the next fiscal year budget.

5. FISCAL YEAR BUDGET REQUESTS

- Each ministry must submit budget requests using designated forms for the following fiscal year by September 30. They must be in line with the Vision and Mission of PRBC as directed by the Pastor.
- A thorough and detailed explanation for all requests is expected.
- All budgets will be submitted for approval at the annual business meeting in November.

ADVANCED PAYMENT PROCEDURE

Updated 2021 (please note changes for Covid shutdown)

We are making a change to the procedure for advance payments.

In the past, you placed your receipts and money left over in a Turnover Envelope and put that envelope in the grey box on the wall outside the office door. However, the Turnover envelopes are processed by the count teams – in order to get the money credited to your ministry in a timely fashion. The problem is, the receipts in that envelope don't always make it to Accounting.

To solve this problem, here is the procedure to follow if you have received a check from us as an advance to purchase something. There are only (4) possible outcomes

1. You have change left over from the check

Put the money in the Turnover Envelope with a “copy” of the receipt(s) and place it in the grey box on the wall outside the office door. Staple the “actual receipt(s)” to the check stub and place in the Accounting mailbox. Make sure to write on the check stub the amount of money that you turned in and/or let us know if there are any missing receipts.

- **COVID:** Write a check (payable to PRBC) for the amount of the leftover money and mail with receipt to the church. Staple the “actual receipt(s)” to the check stub and place it in the Accounting mailbox. Make sure to write on the check stub the amount of money that you turned in and/or let us know if there are any missing receipts

2. You spent all the money from the check and don't expect any additional money

Attach all receipts to the check stub and put them in the Accounting mailbox. DO NOT use a Turnover envelope.

- **COVID:** Mail to PRBC or e-mail (lutherodie@comcast.net) all receipts and the check stub

3. You spent more money than the check amount and are expecting reimbursement

Attach all receipts with check stub to an approved voucher and place it in the grey box on the wall outside the office door.

- **COVID:** Attach all receipts with check stub to an approved voucher (follow the voucher process)

4. You changed your mind and didn't use the check at all.

Write VOID on the check and place it in the Accounting mailbox.

- **COVID:** Write VOID on the check and mail it to PRBC

If you have any questions about this procedure contact:

Sis. Carol D. Lee, Accounting Lead

THE VOUCHER PROCESS

Updated 2021 (please note changes for Covid shutdown)

SUBMITTING YOUR COMPLETED VOUCHER (DURING COVID)

As a reminder, vouchers along with receipts and any additional documentation should be submitted via email. A PDF or a clear picture of all documents with signatures will suffice.

If you do not have a budget, your ministry operates under general operations so you must complete the left side of the voucher and send it and your receipts to Sis. Pam Bolden at Pam_Bolden@comcast.net with the subject line: "Voucher" for her approval. She will fill out the right side of the signature column under "Ministry Leader."

Vouchers are due on Tuesday by noon.

If your ministry has a budget, the requestor and ministry leader must complete it. It is the responsibility of the ministry leader to validate the accuracy of the voucher.

Send the voucher & all receipts to Sis. Carol Lee at lutherodie@comcast.net and Sis. Kay Smith kay.m.smith@att.net for completion. **A PDF or a clear picture of all documents and signatures will suffice.**

Blurry/unreadable documents may be rejected, so please test the quality of your pictures before sending them to avoid delays.

All checks will be mailed on Thursdays.

HOW TO COMPLETE A VOUCHER

REQUESTS FOR PAPER CHECKS FOR PAYMENTS/FUND USE AND REIMBURSEMENTS

1. **Preapproved Request:** If you are the ministry leader, or you have received approval (verbal or written) from the ministry leader, check "Yes."
2. **Payable to:** The name of the person or company the check should be made out to.
3. **Amount Requested:** List dollar amount for this transaction.
4. **Skip Church Credit Card Used and Vendor/Store name as you are requesting that a check be cut**
5. **Select how the check should be delivered.**
6. **Invoice Attached?** Yes.
 - a. For cut checks always supply a copy of the invoice or a copy of the original receipt (original is preferred, but it is understood that there may be times this isn't ideal). If part of the purchase is to be excluded from the total amount listed on the receipt, please indicate this in the description area or on the receipt copy (i.e., you other items *-using your own funds or another ministry's funds-* in one transaction.) An example of this would be either purchasing a drink or snack while the checkout lane or if you're shopping for two ministries and couldn't do separate transactions).
7. **Payment Type:**
 - a. Advance payment? Check yes if any payment is required before delivery of goods or services. Receipts must be turned in within 2 weeks of purchase.
 - b. On account? Check yes for goods/services received in advance and the company will supply an invoice
8. **Note the reason for your purchase or reimbursement need.** Benevolence and Bereavement are for Trustee/Deacon purchases only related to those reasons.
9. **Indicate which ministry the funds should be taken from/charged against.**
10. **Requestor:** should fill out the entire left column, with print & signature of their name and contact number.
11. **Ministry Leader: Only the ministry leader** should fill out the right column.
 - a. If your ministry is funded by General Operations, the Trustee Chair supplies Ministry Leader information.
 - b. Often times, the requestor and ministry leader are the same person. If this is the case, they will need to fill out both signature columns.
12. **Supply additional or supporting notes** in the description field, if necessary.

[Reset Form](#) [Print Form](#)

Pilgrim Rest Baptist Church • 5200 Pleasant Grove Rd., Lansing, MI 48911 • 517.882.8012 • 517.882.6690(fax)

PAYMENT REQUEST FORM

DATE OF REQUEST: **NEEDED BY:** **Preapproved Request?** Yes No

PAYABLE TO: **AMOUNT REQUESTED:** \$

Church Credit Card Used? **VENDOR/STORE NAME:**

LEAVE IN MINISTRY BOX **-or- MAIL CHECK TO PAYEE** **INVOICE ATTACHED?** Yes No

PAYMENT TYPE: Advance payment? Yes No On account? Yes No

REASON FOR REQUEST: Bereavement Benevolence

	MINISTRY: <input style="width: 95%;" type="text"/>
REQUESTOR (PRINT): <input style="width: 95%;" type="text"/>	MINISTRY LEADER (PRINT): <input style="width: 95%;" type="text"/>
REQUESTOR'S SIGNATURE: <input style="width: 95%;" type="text"/>	MINISTRY LEADER'S SIGNATURE: <input style="width: 95%;" type="text"/>
REQUESTOR'S CONTACT NUMBER: <input style="width: 95%;" type="text"/>	MINISTRY LEADER'S CONTACT NUMBER: <input style="width: 95%;" type="text"/>

USE BACK OF FORM TO FURTHER EXPLAIN NATURE OF PAYMENT REQUEST, RATIONALE, AND ETC. SUBMIT RECEIPTS WITHIN SEVEN (7) DAYS OF CHECK DISBURSEMENT.

FOR OFFICE USE ONLY

HOW TO COMPLETE A VOUCHER

REQUESTS FOR USE OF THE CHURCH CREDIT CARD (for ministries that operate under General Operations)

- 1. Preapproved Request:** If you are the ministry leader, or you have received approval (verbal or written) from the ministry leader, check "Yes."
- 2. Amount Requested:** List the dollar amount for this transaction. It is understood that this amount may change, please allow for "wiggle room" in your budget for missed sales, shipping, and price fluctuation.
- 3. Payable To:** "Card Member Services"
- 4. Check "Church Credit Card Used?"**
- 5. Provide company/vendor name** (i.e., randomwebsite.com, Lansing Custom Seamstress, etc.)
- 6. Check "Mail Check to Payee"**
- 7. Invoice Attached?** Yes
- 8. Payment Type:**
 - Advance payment? Yes
 - On account? Yes
- 9. Note the reason for your purchase or reimbursement need.** Benevolence and Bereavement are for Trustee/Deacon purchases only related to those reasons.
- 10. Indicate which ministry the funds should be taken from/charged against.**
- 11. Requestor:** should fill out the entire left column, with print & signature of their name and contact number.
- 12. Ministry Leader:** Only the ministry leader should fill out the right column.
 - If your ministry is funded by General Operations, the Trustee Chair supplies Ministry Leader information.
 - Oftentimes, the requestor and ministry leader are the same person. If this is the case, they will need to fill out both signature columns.
- 13. Supply additional or supporting notes** in the description field, if necessary.

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PAYMENT REQUEST FORM

DATE OF REQUEST: **NEEDED BY:** **Preapproved Request?** Yes No

PAYABLE TO: **AMOUNT REQUESTED:** \$

Church Credit Card Used? **VENDOR/STORE NAME:**

LEAVE IN MINISTRY BOX **-or- MAIL CHECK TO PAYEE** **INVOICE ATTACHED?** Yes No

PAYMENT TYPE: Advance payment? Yes No On account? Yes No

REASON FOR REQUEST: Bereavement Benevolence

	MINISTRY:
REQUESTOR (PRINT):	MINISTRY LEADER (PRINT):
REQUESTOR'S SIGNATURE:	MINISTRY LEADER'S SIGNATURE:
REQUESTOR'S CONTACT NUMBER:	MINISTRY LEADER'S CONTACT NUMBER:

USE BACK OF FORM TO FURTHER EXPLAIN NATURE OF PAYMENT REQUEST, RATIONALE, AND ETC. SUBMIT RECEIPTS WITHIN SEVEN (7) DAYS OF CHECK DISBURSEMENT.

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