

Sample: Financial Policy Statement

Bill and Cindy Black

In any ministry endeavor, accountability and integrity are essential in all matters related to the stewardship of finances, materials, and property. If you do not already have a written—and approved—financial policy for your ministry, this sample is a good place to begin the process of drawing up one to fit your setting and situation.—Editors

Smoky Mountain Resort Ministries Financial Policy Statement

I. Positions

A. The directors of Smoky Mountain Resort Ministries (SMRM) shall be responsible to administer and account for all funds within the framework of the budgets of SMRM, the Sevier County Association of Baptists (SCAB), the Tennessee Baptist Convention (TBC), and the North American Mission Board (NAMB). Monthly financial reports shall be sent to the SCAB, the TBC, and NAMB. These reports will be of the previous month's income and disbursements.

B. The treasurer of SMRM shall be responsible for verification of income, approval of expenditures, preparation of monthly financial statements, and assistance in preparation and administration of SMRM's budget. The treasurer shall be selected with the mutual consent of the directors of SMRM, the SCAB director of missions, and the TBC missions department.

II. Procedures

A. Verification of income

1. Deposits of offerings, gifts, and budgeted income shall be prepared and recorded by the directors of SMRM.
2. Verification of income and deposits shall be made monthly by the Treasurer.

B. Approval of expenditures

1. Check Expenditure form shall be filled out by the directors of SMRM or the treasurer for each check written.
2. Receipt for all items shall be attached to the Check Expenditure form. If no receipt is available, payee shall sign for money received.
3. Petty cash fund of no more than \$30.00 shall be managed by, and accounted for by, the directors of SMRM and the treasurer.
4. Expenditures of over \$250.00 shall require two signatures on the check with one of the signatures being that of the treasurer.
5. Expenditures paid to the directors of SMRM shall be made by the treasurer.

C. Preparation of monthly financial statements

1. Statement shall be prepared by the treasurer using books and records maintained by the directors of SMRM.
2. Statement shall report disbursements in budget categories and deposits for that month. Amount spent to date shall also be reported. Balance of statement and overall balance of SMRM account shall be reported.
3. Statement shall be prepared at first of month and sent to the SCAB, the TBC, and NAMB by the 25th of the month with the directors' monthly report. Thus, the previous month's statement will be reported.

D. Assistance in preparation and administration of SMRM budget

The treasurer shall work with the SMRM directors to prepare and administer the SMRM budget.

III. Independent Annual Audit

An independent annual audit of SMRM's finances shall be done by a person selected by the director of missions of the SCAB, the SCAB finance committee, the TBC Missions Department, and the directors of SMRM.

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