

The Church of the Redeemer Cash Disbursements - Policies and Procedures

Cash shall only be disbursed if there is proper authorization supported by the appropriate documentation . Cash disbursements will be made to pay for goods or services purchased for valid church business purposes and the payments must be properly recorded in the financial records of the church .

Policies

1. Payment of all purchases shall be made by cheque or credit card. The only exception is purchases under \$100 , which may be paid from petty cash, as necessary.
2. The limit on petty cash fund is \$500. At all times the total amount of vouchers paid or disbursed plus cash shall equal the limit on the petty cash fund.
3. All cheques shall be made payable to a designated payee and shall never be made to cash or bearer. Cheques shall never be signed blank or pre-signed.
4. There shall be no more than four signing officers ¹ on the Church's main operating account. The person preparing cheques and entering data into church's financial records (normally the Bookkeeper) cannot be a signing officer .
5. All cheques shall have two signatures .
6. Blank cheques shall be kept in the church safe, or in a locked and secure location.
7. Church credit cards shall be maintained for the use by the Incumbent and by other church staff as authorized by both Chairs. .
8. Cash withdrawals from any church bank account are prohibited.

Procedures

1. Disbursements will be made after receiving a request for a cheque with the original invoice(s) or receipt(s) attached . The request must show the following information:
 - Amount to be paid;
 - Where payment will be sent;
 - What the expense is for;
 - Account to be charged ; and
 - Name of person authorizing payment.
2. Cheques will be written and payments disbursed at least once every two weeks .
3. Cheques shall be sequentially numbered and then used in sequence. Voided cheques shall be properly cancelled and retained.

¹ It has been recent practice to appoint the two Chairs ² , Vice-Chair of the Board of Management, and the Treasurer as signing officers.

² Chairs means Chair, Board of Management and Chair, Advisory Board.

4. Cheques shall be signed by both Chairs or by either of them and another person appointed by the Board of Management for that purpose. If either Chair is not reasonably available, two authorized signing officers may sign the cheque and later (within 60 days) a Chair shall review the documentation and initial the cheque.
5. The Bookkeeper shall take appropriate steps to avoid duplicate payment of an invoice or any other request for payment.
6. Church's Administrative Assistant shall manage petty cash. Vouchers/receipts shall be retained for all petty cash disbursements and petty cash should be reconciled on a monthly basis. A request for reimbursement shall be supported by vouchers/receipts and the cheque shall be made payable to the church's Administrative Assistant.
7. The church's Administrative Assistant shall maintain petty cash and receipts in a locked and secure location.
8. Receipts for credit purchases shall be turned in with information regarding the purchases. The Bookkeeper will match the receipts with the credit card statement and record the expenses in the appropriate church accounts.

Revision History

Revision	Summary of Revisions
00	Approved for use by Board of Management on 27 September 2005
01	Approved for use by Board of Management on 28 November 2006 with the following changes: <ol style="list-style-type: none">1. New Policy #2 to put a limit on petty cash fund2. New Policy #8 to prohibit withdrawal of cash in order to better control use of church funds.3. Modified Procedure #6 to better define procedure for reimbursing petty cash fund4. New Procedure #7 - removed one sentence from #6 to make a standalone procedure #8. Added a statement prohibiting personal use credit cards.5. Renumbering of statements to accommodate the aforementioned changes