

FINANCE COMMITTEE

POLICY AND PROCEDURE MANUAL

Adopted: 2021
Revised: November and December, 2021

Policy Committee:

Bill Jenkins, Chairman
Lyle Schmitz
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Cathy Milner, Secretary
Rev. Cody Thomas, staff representative
Jim Morgan, Deacon chair and representative

Table of Contents

Financial Policy Authority and Maintenance	Page 4
General Accounting System	Page 4
Basis of Accounting	
Fiscal Year	
General Operating Fund (Unrestricted)	
Restricted Fund (Designated)	
Legal Obligations	
Bank Accounts	
Benevolence Fund	
Love Offerings	
General Ledger Chart of Accounts	
Reconciliation of Ledger	
Bonding	
Cash Disbursements	Page 6
Signature Authorization Limits	
Authorized Check Signers	
Facsimile Signature Procedures	
Distribution of Signed Checks	
Purchasing.....	Page 7
Purchase Approval	
Capital Purchases	
Reimbursement Process	
Church Issued Credit Cards	
Credit Card Charges	
Credit Card Billing	
Credit Card Limits	
Use of Personal Credit Cards	
Budget Preparation	Page 8
Contributions	Page 9
Confidentiality of Giving Records	
Safeguarding Offering Receipts	
Counting Committee	
Investments	Page 13
General Operating Fund	Page 13
Low Balance	
High Balance	

Financial Reporting	Page 13
Statement of Financial Position (Balance Sheet)	
Statement of Activities (Income Statement)	
Annual Budget Report	
Finance Committee Review	
Weekly Posting	
Other Review	

Appendix A – Finance Committee Calendar of Events

Appendix B - Monthly Report from the Finance Committee to the Deacons

Appendix C - Current Counting Committee Members

Appendix D - Chart of Accounts / Responsibility Assignments

Appendix E - Purchase Order Form

Appendix F - Check Requisition Form

Appendix G - Credit Card Contract

Appendix H - Budget Request Form

Appendix J - Non-Envelope Contribution Log

Appendix K - Counting Committee Balancing Work Sheet

Appendix L - Deposit Report

Appendix M - Lost Receipt Form

Appendix N - Financial Secretary Calendar of Events

Appendix O - Financial Secretary Job Description (Pending Personnel Committee development)

Appendix P – Reimbursement Authorization Form

FINANCIAL POLICY AUTHORITY AND MAINTENANCE

The purpose of this policy is to provide parameters within which the FBC staff and membership will handle financial responsibilities.

This policy shall become effective upon approval from the Deacon body.

The main body of the financial policy may be updated by the Finance Committee at any time upon approval of the Deacon body. Appendices may be updated as needed by the Finance Committee with or without Deacon approval.

While financial procedures are established to protect church assets and personnel, our objective is to also include as much flexibility as possible. We recognize the integrity of the church staff and membership in making financial decisions. Our overall goal is to be good stewards in the handling of financial resources as we seek to bring glory to the Lord.

Disclaimer: It is the intent and plan of FBC to always abide by the current rules of IRC, IRS, and any other appropriate governing body. If there are changes to such rules that contradict the procedures outlined herein, the revised rules will be presumed to govern our activities. The document was prepared with the belief that all our policies so comport currently.

GENERAL ACCOUNTING SYSTEM

Basis of Accounting. FBC has elected to record its financial transactions under the cash basis of accounting. The cash is recorded in the financial statements when it is physically received and when the checks are written.

Fiscal Year. The fiscal year will begin on January 1st and end on the following December 31st.

Unrestricted and Restricted Funds. Funding of the ministries support services and capital improvements of FBC will be derived from donations and these donations can generally be broken down into two categories, Unrestricted and Restricted as described in the following paragraphs.

General Operating Fund (Unrestricted). FBC will maintain a General Operating Fund to meet its ministry objectives and goals as adopted annually by the Church. Gifts to this fund are considered unrestricted in nature. All tithes and offerings will be applied to the General Operating fund to fund the ministries of FBC unless otherwise specified.

Restricted Fund (Designated). The principal sources of restricted gifts are contributions from donors where the donor has stipulated the specific purposes for which the resources are to be used. Periodic revenues from Coca-Cola from the use of vending machines are placed in the children's designated ministry. The designation must be specific at the time the gift is made.

New Designated Funds: A new designated fund will not be created until the following protocol has been accomplished (Approved by Deacons on 7/26/20):

Name and description of purpose of desired designated fund,

Which committee and/or staff personnel is responsible for handling the fund,
Presented to Deacons and approved by Deacons.

Designated Funds Reporting: All approved restricted offerings will be accounted for as separately Designated Funds. All approved restricted offering account balances must be reported on a monthly basis as part of the normal Finance Committee review procedures.

Carry Over of Restricted Balances: Restricted account balances will be carried over to each new church year until the balances have been expended for their intended use or until the Deacon body approves a re-designation of those funds.

Temporary Nature of Restricted Funds: The church will accept no permanent restricted contributions. In regards to scholarship gifts, these are also considered to be temporary, and may be re-designated by the Deacons after a passage of time.

Legal Obligations. Proposed restricted gifts, which impose on the church, a legal obligation to comply with the terms established by the donor will be reviewed by the Deacons to ensure that the restrictions do not hamper the usefulness and desirability of the gift to the church. If a gift is deemed unacceptable because of the restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.

Gifts will be refused when the purpose is inappropriate, not conducive to the best interests of the church, or when the gift would obligate the church to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

Bank Accounts. No bank account will be created using the name of First Baptist Church by any outside group (i.e. SS classes, committees or other church organizations). Such accounts must fall under the general accounting system of the church.

Benevolence Fund. FBC has established a Benevolence Designated fund to assist persons in financial need. The church welcomes contributions to the fund. Members are free to suggest beneficiaries of the fund but cannot designate or restrict the identity to a specific needy individual or family (see **Love Offerings**, below). The administration of the fund including all disbursements is subject to the exclusive control and discretion of the Student Pastor appointed to the oversight of benevolence.

The Student Pastor will review all benevolence requests to determine their appropriateness. However, disposition of benevolence funds must be made based upon the availability of such funds.

Love Offerings. Love offerings may be submitted for a specific needy individual or family and will be processed through the Miscellaneous Designated account. Generally, this account requires no prior review or approval. However, if either the donor or the recipient is NOT a member of FBC, the requested love offering must be presented to the Finance Committee for approval. If not approved, the donor's check will be returned. The foregoing notwithstanding, contributions to ministry groups (i.e. Gideons International, revival staff, missionaries, performing groups, etc.) will not require prior review or approval. (Revised: November, 2021)

General Ledger Chart of Accounts. The General Ledger Chart of Accounts contains a listing of all descriptive account titles and numbers being used in recording financial transactions of FBC. The Chart of Accounts is maintained on two Intuit Quickbooks software programs.

Accounts are numbered using a numerical digit sequence. The Deacons are the only entity that is authorized to establish, revise or delete accounts.

The chart of accounts will list established accounts in a sequence that follows the church's financial statement format. Following is the general account number scheme:

- 100-100 – 100-101 Assets (Operating and Payroll)
- 102 – 128 Assets (CDs, scholarships, and money market funds)
- 32000 Net Assets: unrestricted
- Liabilities (Hancock Whitney and Chase – credit cards)
- 600 Operating Revenue (general member contributions)
- 317, 700-900, 941 Operating Expenses (missions and outreach, programs and operations, salaries, state payroll tax, federal tax, pastor and associate pastor expense)
- 150-xx Non Operating Expenses (Designated Temporary Restricted Accounts)

See Appendix D for a complete listing of accounts and responsible staff and committees.

Reconciliation of Ledger. A reconciliation will be performed monthly between all subsidiary ledgers and the general ledger. Those subsidiary ledgers to be reconciled are money market/savings accounts of Citizen's, Resource, and First Bank.

Bonding. Persons who handle the finances of the church shall be bonded up to \$50,000. Currently, FBC will bond the Financial Secretary and all members of the Counting Committee.

CASH DISBURSEMENTS

Signature Authorization Limits. All check signers must be diligent in exercising their fiduciary responsibilities by examining the invoices and supporting documentation. Authorized check signers will never:

- Sign checks made payable to themselves or to family members, except for payroll checks;
- Pre-sign blank checks for future use;
- Sign checks payable to "bearer" or "cash;"
- Alter checks in any way.

Authorized Check Signers. Checks may be signed by any one of the following:

- Financial Secretary (preferred);
- Office Manager;
- Church Administrator;
- Church Treasurer.

Facsimile Signature Procedures. No checks may be signed by facsimile signature.

Distribution of Signed Checks. After signing, all checks will be distributed by the Financial Secretary or designee.

PURCHASING

Purchase Approval. A purchase order (PO) system is not intended for most purchases. Credit card purchases or other purchases by the staff under \$5,000 do not require purchase order approval. Routine noncredit card purchases made for an established committee's functions can be handled by normal reimbursement process. Purchase orders are required for all other purchases (see Appendix E).

A purchase order may be issued by 1) Office Manager or designee, 2) Pastoral Staff, 3) Church Administrator, 4) Financial Secretary.

The purchase order is filled out by one of the above as needed. If the recipient is a church member, he takes the purchase order to the business and purchases the items necessary and returns the receipt(s) to the church along with the purchase order. In other cases involving non-church members, the purchase order must state specifically the items, the store, and the maximum amount (No receipt is expected to be returned). Whoever issues the purchase order is responsible for matching the PO to the receipt(s) if available. A copy of the purchase order and the receipts needs to be turned in to the Financial Secretary as soon as possible.

Each person in charge of a budgetary fund should be accountable for that fund (i.e., make a written budget request) and be the sole person to authorize disbursement of such fund. (Approved by the Deacon body on 7/26/20). That individual may fill out a Reimbursement Authorization Form (Appendix P) for each person who will be drawing against that account. (Revised: December, 2021)

Purchases made outside of an individual's area of responsibility must have approval from the person or committee responsible for that account (see Appendix D).

Expenditures from designated funds or programs will be approved only to the extent that cash has been accumulated for the specific purpose being requested.

Tax Requirements. A W9 tax form is required of all vendors whose annual receipts from FBC are expected to be \$600.00 or more. No payment in excess of that amount will be made until the appropriate form has been received. At the end of the calendar year, FBC will provide a 1099-Misc form to each such vendor. (Added: November, 2021)

Capital Purchases. Capital purchases exceeding \$5,000 must be approved by the Deacons.

Reimbursement Process. Purchases made that require reimbursement need to be submitted to the Financial Secretary. The check requisition form (Appendix F) and receipt(s) should be completed and submitted to the Financial Secretary.

Church Issued Credit Cards. The church may provide a "church credit card" to be carried by the ministerial staff members, Office Manager and Financial Secretary. Staff will be required to sign a credit card contract (Appendix G) prior to being issued a credit card. In addition, extra credit cards will be available to be issued temporarily as needed. The Office Manager or designee will issue the extra credit card as needed noting the person and purpose. The Office Manager may issue a credit card at his/her own discretion or approval of church administrator/pastoral leadership.

Credit Card Charges. The credit card is to be used only for the purchase of items solely for the purpose of FBC. No personal use of the card is allowed.

Credit Card Billing. For recurring license and subscription fees charged to credit cards, a responsible cardholder will submit a list to the Financial Secretary at the beginning of the year. The list must indicate the account charged for these fees. The first receipt for the year should be attached to the list. No other receipt is needed.

The person who is issued a credit card will maintain receipts and reconcile those receipts to the credit card statement. For temporarily issued credit cards, receipts must be turned in with the card. If the receipt has been lost, a lost receipt form (Appendix M) will be filled out immediately. Reconciled statements and receipts will be turned in to the Financial Secretary by the next staff meeting. Failure to submit documentation as stated above could result in loss of card privileges. The Financial Secretary will notify the Church Administrator of any such issues. The Church Administrator will meet with the offending cardholder to clarify any failures. Continued failure to comply will result in permanent loss of card privileges.

Any cash-back/points from the financial transactions of the credit card shall be applied to the general fund.

Credit Card Limits. Individual church credit cards are only subject to the corporate credit card limit.

Use of Personal Credit Cards. Personal credit cards may be used when needed. Receipts must be submitted for reimbursement. Any cash back belongs to the holder.

BUDGET PREPARATION

A unified Budget will be prepared for the purpose of making resource allocations of funds for all significant ministry program services and support services of FBC incorporating all anticipated receipts and expenditures. An estimate of all anticipated receipts and expenditures for the succeeding fiscal year will be prepared in the form of a composite statement to be known as the "Annual Church Budget."

The Finance Committee working in conjunction with the staff and representatives of church organizations shall be responsible for the preparation of the proposed budget.

The Financial Secretary will distribute the budget request form (Appendix H) consistent with the chart of accounts. The person responsible for each account should complete the budget request form for each item they wish to increase/decrease. Budget request forms must be returned to the Financial Secretary by the date indicated on the form. Budget items that are not requested for budget increase/decrease will be assumed to remain as in the current budget.

The Financial Secretary will compile budget requests for each account and show prior year's budget. After compiling total expenditures, the Financial Secretary will add expenses for Louisiana Baptist Convention, Washington Baptist Association, and Acts 1:8, based on the established percentages of budget receipts.

The budget proposal will contain a single line item for all staff compensation. It is the responsibility of the Personnel Committee to recommend salary levels, adjustments, and

benefits, including matching portions for FICA. A breakdown of all salaries must be provided to the Financial Secretary to assure proper financial payments. In NO case shall the Financial Secretary disclose individual staff salaries. Any church member can request a list of staff salaries from the Personnel Committee.

The Finance Committee will not arbitrarily reduce any budget amounts. In the event the budget needs to be reduced, the staff will be asked to make recommendations.

The Finance Committee shall consider the proposed budget request and upon approval shall submit a proposed budget to the Deacons for review and approval. Upon approval from the Deacons, the Deacon Chairman will notify the Financial Secretary. The Financial Secretary will authorize the staff to make copies of the budget to be submitted to the church for final approval.

CONTRIBUTIONS

Confidentiality of Giving Records. Records will be secured and/or inaccessible when not being used during the normal course of church operations. Only authorized Church Office Personnel dealing with finances will have access to these records.

Safeguarding Offering Receipts.

Service Offering: The offerings collected during each worship service are to be placed in a large brown envelope by the ushers. The envelope must then be sealed. Two ushers will transport the envelope and place it into the drop box.

Sunday School Offering: Sunday School secretaries will insert all individual offering envelopes into a departmental offering envelope and place it inside the departmental records folder. These folders are to be taken to the old Sunday School office in the family life center. The secretary will then remove the departmental offering envelope and place it in the plastic drop box in the that office. Alternatively, the departmental offering envelopes may be dropped off into the locked box in the Annex beside the church office. After the Sunday School hour, a designated teller will remove all the departmental offering envelopes from the plastic drop box and place them in the main drop box outside the Audio Equipment room.

Miscellaneous Receipts: When offerings are mailed in or dropped off at the church office, the office staff will place those offerings in the vault as soon as possible. Likewise, receipts from special fund-raisers or offerings will be placed in the vault as soon as possible. Offerings may be placed in the drop box outside the church office for temporary storage, but should be placed in the vault as soon as possible.

Special Fund-Raisers.

Generally, fund-raisers are held to support specific programs and as such are viewed as contributions to the church. Any fund-raising event that involves a meal or other product must be considered as a taxable event up to the value of the item received by the donor. Where items received are substantially less than the donation, taxes will be paid on the fair market of the item and that value will be subtracted from the amount of the contribution.

Counting Committee.

Purpose: The counting committee is responsible for safeguarding, tallying, balancing and depositing all cash receipts of the church.

Committee Membership: Members of the counting committee (hereafter referred to as “tellers”) must be members of FBC, persons of good character who are actively involved in the programs of the church and who support the church with their financial offerings.

Committee Makeup: The counting committee is an unofficial committee of the church without a set number of members, term limits or church-wide selection. The committee currently consists of four tellers (Appendix C). There is no officially elected chairperson. In the event of a vacancy or need to increase the size of the committee, the existing committee members will suggest a list of candidates to be presented to the Finance Committee for consideration. The Finance Committee will then rank the list of candidates and determine who would be willing to serve, if selected. Once the Finance Committee has the number of commitments needed, they will present that list to the Deacons for affirmation. Once affirmed, the nominee may begin serving immediately. In addition, the Finance Committee shall submit a list of the Counting Committee members to the Deacons each year (no later than December) to be affirmed for service the following year.

Committee Meetings: The counting committee will meet each week on a mutually agreed upon day and time. The committee’s work will be done in the office of the Financial Secretary.

Access: The work of the counting committee requires that each teller have unfettered access to the Family Life Center (including the old Sunday School office and audio/visual equipment room), as well as the Annex building (including the Financial Secretary’s office, Senior Adult Minister’s office and the vault therein. To that end, each member of the counting committee will be issued whatever keys and combinations are necessary.

Process – Gathering: On the appointed meeting day and time, the tellers will retrieve the service offerings and Sunday School departmental offerings from the drop boxes. (After the first Sunday of each month, funds from the Coffee Donation box will also be retrieved.) The tellers will also get the mail-in/dropped-off offerings and any other special-events funds from the vault. All materials will then be taken to the Financial Secretary’s office prior to any envelope or packet being opened.

Process – Separating: Offerings from all sources will be separated into four categories – Sunday School, Service Offering-Envelopes, Service Offering-Non-Envelope, and Mail-in/dropped-off/Special-events. While each teller will be capable of handling the receipts from all categories, typically one teller will be responsible for only one category during that session. Occasionally, a donation to the Montgomery Scholarship fund is included in the offering. Such donation is to be set aside and processed separately (see below).

Process – Verification: Upon opening each individual offering envelope, the teller must verify and match the information on the envelope to the contents of the envelope. This includes the contributors name, check or cash designation, check number (if by check) and the amount. In the event the donation includes multiple items, the sum of those items must match the check or cash contained in the envelope.

Process – Error Correction: Whenever the amount in the envelope disagrees with the sum (or amount) of items listed on the envelope, the teller must change the envelope amounts to match the check or cash in the envelope. Where multiple donations are indicated, the correction (plus or minus) should be applied to the item listed first.

Process – Unrecoverable Errors: Certain errors must be forwarded to the Financial Secretary for resolution. The Financial Secretary will call the donor to determine what action they wish to take. These errors include any of the following: missing check or cash, blank check, unsigned check, check made out to another business.

Process – Memorials: Memorial donations are often included in the weekly offerings. Tellers are to make two copies of both the envelope and check. One copy goes to the Financial Secretary for his/her records. The other goes to the Office Manager to send an acknowledgement to the deceased's family. The envelope and check is then processed as usual.

Processing the Sunday School Offering: Each SS departmental envelope will be opened and the contents removed. The individual envelopes are then opened and verified as above. After all individual envelopes for that department have been processed, the teller must verify that the sum of the individual envelopes matches the amount listed on the departmental envelope and correct the departmental envelope, if necessary. After all departmental envelopes have been processed, the teller will produce a calculator tape indicating the total general fund contribution and the totals for each designated contribution, as well as an overall total of all the departmental envelopes. A separate calculator tape will then be made showing the total coins, total cash, total checks and an overall total for all items taken from the individual envelopes. The totals of the two calculator tapes must balance to "prove" the accuracy of the count. The checks are then endorsed via rubber stamp indicating "For Deposit Only, First Baptist Church, Account **-*****". The cash, checks, envelopes, and calculator tapes are given to another teller for final tallying.

Processing the Service Offering – Envelopes: A teller will open all the individual envelopes from the service offering and verify as indicated above. After all envelopes have been opened and verified, the teller will prepare a calculator tape showing the total general fund contribution and the totals for each designated contribution, as well as an overall total. A separate calculator tape will then be made showing the total coins, total cash, total checks and an overall total. The totals of the two calculator tapes must balance to "prove" the accuracy of the count. The checks are then endorsed using a rubber stamp indicating "For Deposit Only...". The cash, checks, envelopes and calculator tapes are given to another teller for final tallying.

Processing the Service Offering – Non-Envelope: A teller will separate non-envelope contributions into stacks of coins, cash and loose checks. The teller will then record the checks onto a non-envelope contribution log (Appendix J) showing contributor's name, check number, amount and designation (if any). In the absence of any envelopes, this teller must balance by running a calculator tape of the checks and another of the check log just created. These totals must match. The teller will prepare a calculator tape including all cash and checks showing the total general fund contribution and the totals for each designated contribution, as well as an overall total. A separate calculator tape will be made showing the total coins, total cash, total checks and an overall total. The checks are then stamped for deposit. The checks, check log, and calculator tapes are given to another teller for final tallying.

Processing the Mail-in/Dropped-off/Special Events Contributions: A teller will open all the special envelopes and verify as indicated above. After all envelopes have been opened and verified, the teller will prepare a calculator tape showing the total general fund contribution and the totals for each designated contribution, as well as an overall total. A separate calculator tape will then be made showing the total coins, total cash, total checks and an overall total. The totals of the two calculator tapes must balance to “prove” the accuracy of the count. The checks are then stamped for deposit. The cash, checks, envelopes and calculator tapes are given to another teller for final tallying.

Processing – Final Tallying: One teller will receive the calculator tapes from the other tellers and enter the totals in the appropriate columns and headings in the Counting Committee Balancing Work Sheet (Appendix K). Once all the totals are entered, the teller will sum the four columns into a “total” for each account and category. This “total” column shows the amount recorded for each account (general fund and designated) and the total of all coins, cash and checks received. The account posting totals must balance to the deposit total. The accounting totals for each fund are then copied to a Deposit Report (Appendix L) that is used to post the receipts to the appropriate accounts. The coins, cash and check totals are transferred to a bank deposit slip. The tellers will then combine all coins and cash and re-verify the totals.

Processing – Deposit: Once the deposit totals have been verified, the checks, cash, coins and deposit slip are placed into a bank bag and taken to Hancock/Whitney Bank for deposit. The teller will then return to the church office and attached the validated copy of the deposit slip to the Deposit Report and return the bank bag and deposit book to the vault.

Montgomery Scholarship Donations: Usually there is only one donation made to this fund at a time, so there is no balancing work to be done. The information on the envelope must be verified as indicated above. Thereafter, the check is endorsed with a stamp especially for that fund and attached to a deposit slip for Citizens Bank. Tellers on the deposit run for Hancock/Whitney will also make this deposit at Citizens. The envelope is to be included with the rest of the day’s data to assure proper posting to the contributor’s giving record.

Follow up: After each counting session, the counting committee is responsible for replacing the large brown service offering envelopes. A teller will take as many new envelopes as are needed and place them in the usher’s table in the foyer of the church. There should always be at least eight envelopes available for Sunday services.

Bulk Coin Contributions: The counting committee will not count large quantities of coins. These are to be placed in an appropriate container along with a blank deposit slip and taken to the bank. The bank will process these coins through their coin sorter/counter and report the total back to the church.

INVESTMENTS

Automatic Investment of Excess Cash. When specific designated funds have exceeded \$100,000, the Finance Committee will authorize placing those funds into an investment account (Approved by Deacon body on 6/28/20).

Investment in new or replacement capital items should be presented to the Finance Committee during the annual budgeting process. Each committee is responsible for such equipment and other capital items under their jurisdiction and must submit justification for investment.

The Finance Committee as a part of the annual budget process will compile a list of investments and submit to the Deacons summarized as a separate document.

GENERAL OPERATING FUND

Low Balance. In the event the general operating fund balance drops below \$100,000, the Financial Secretary will notify the chairperson of the Finance Committee and the Chairman of the Deacons and request appropriate action.

High Balance. If the general operating fund exceeds \$300,000 (in excess of known upcoming expenses), the excess of those funds will be moved into an interest bearing account at the discretion of the Finance Committee.

FINANCIAL REPORTING

Statement of Financial Position (Balance Sheet). Balance sheets and general ledger reports are to be prepared monthly. They only include operating accounts and not the complete balance sheet. They are distributed as requested to the Board of Deacons and FBC personnel.

Statement of Activities (Income Statement). Monthly financial reports include an income statement that shows tithes and offerings, mission contributions, operating expenses, salaries & allowances (in aggregate), and operating income. These reports reflect the current month, year-to-date, and budget comparison data.

A Designated Funds Report shows monthly activity with balances in each special fund.

A Bank Account Balance Report shows monthly activity in each FBC account.

These statements are distributed to the Board of Deacons in advance of each monthly meeting.

Annual Budget Report. The church will receive detailed financial information as a part of the annual budgeting process. The report will include prior year actual data along with current year activity measured against the current year budget, plus the proposed budget for the upcoming church year.

Finance Committee Review. The Finance Committee will review the most current financial statements at all meetings for the purpose of making recommendations to the Board of Deacons for any needed adjustments or upgrades.

Weekly Posting. In order to keep all members informed of the financial position of the church, the weekly church bulletin will show the budget received to-date along with the projected budget needs to-date.

Other Review. Any church member may request a copy of the statements at any time by contacting the office staff. Requests for data from a non-member must be referred to the Finance Committee.

FINANCE COMMITTEE CALENDAR OF EVENTS

Monthly Financial Meetings. A meeting of the Finance Committee will be held each month on the third Sunday of the month. If that Sunday is a holiday, the meeting will be moved to the second Sunday.

In each meeting the committee will review the previous month's financial statement and consider any other business as appropriate.

The Finance Committee will produce a report to the Deacons relative to receipts and expenditures in comparison to budget projections (Appendix B).

January. Elect officers and distribute copies of the policy statement and annual budget to each member. Approve moving prior-year budget surplus (if any) to surplus account (150-76).

July. Budget request letters should be sent to the committee chairmen.

August. Budget will be submitted to the Deacons prior to their meeting.

September. The Finance Committee will review the policy manual for any needed changes. (All changes to the main body must be submitted to the Deacons for approval.)

December. Finance Committee will submit a list of proposed counting committee members for the upcoming fiscal year to the Deacons for their approval.

MONTHLY REPORT FROM THE FINANCIAL COMMITTEE TO THE DEACONS

At its regular monthly meeting _____ (date), the Finance Committee noted the items below to be presented to the Deacons. These items may simply be for informational purposes, but could also require Deacon action.

Budget needs to date: _____

Budget receipts to date: _____

Budget expenses to date: _____

Notes from the Finance Committee:

Chairman, Finance Committee

CURRENT COUNTING COMMITTEE MEMBERS

Linda Crain

Ben Fussell

Angela McVea

Jimmy Wales

CHART OF ACCOUNTS / RESPONSIBILITY ASSIGNMENTS

(Note: In the event of illness, extended absence or vacancy of a "Responsibility Of" individual, the Pastor, Deacon Chairman or Finance Committee Chairman may authorize expenditures from any account.)

Account	Responsibility Of
600 General Fund	Financial Secretary, Church Administrator, Office Manager
780 Mission Support	
780-80 LBC Cooperative Program	Financial Secretary
780-81 Washington Baptist Assoc.	Financial Secretary
780-83 Bogue Chitto Heights Church	Deacon Chair, Pastor
780-85 Acts 1:8	Financial Secretary
800-0 Ministries and Outreach	
823 Family Ministries and Outreach	Student Pastor
833 Music Ministry	Worship Pastor
834 Adult 55+ Ministries	Associate Pastor
835 Preschool Ministries	Preschool Director, Children's Minister
836 Children's Ministries	Preschool Dir., Children's Min., Student Pastor
837 WMU	WMU Director
838 Transportation	Transportation Chair, Pastor, Student Pastor
839 VBS	Preschool Director, Children's Minister
840 Discipleship Training	Pastor
841 Homebound	Homebound Ministry Director
843 Youth Ministries	Student Pastor
847 Women's Ministries	Team Leader
848 Media Library	Team Leader
849 Children's Camp	Children's Minister
800-00 Programs and Operations	
805 Accounting	Financial Secretary
809 Sound and Equipment	Worship Pastor
815 Vehicle Maintenance & Repairs	Transportation Committee Chair
821 Coffee/Tea	Office Manager
822 Hospitality	Team Leader
825 Handbells	Worship Pastor
826 Senior Singers	Worship Pastor
832 Benevolence	Student Pastor
845 Staff Development	Office Manager
850 Insurance	Team Leader
851 FBC Literature	Sunday School Director
852 Worship Guests & Activities	Church Administrator
853 Newsletter/Bulletin	Office Manager
865 Office Supplies	Office Manager
866 Postage	Office Manager
867 Copier Expense	Office Manager
870 Grounds Maintenance	Building & Grounds Chair, Janitor
871 Facility Maintenance & Repairs	Building & Grounds Chair, Janitor
872 Janitorial Supplies	Office Manager, Janitor

CHART OF ACCOUNTS / RESPONSIBILITY ASSIGNMENTS

Account	Responsibility Of
873 Kitchen Supplies	Office Manager
880 Telephone/Internet	Office Manager
890 Utilities	Financial Secretary
895 Miscellaneous Expense	Church Administrator
896 Broadcasting	Office Manager
897 Technology	Office Manager
898 Security	Security Chair
899 Fellowship	Church Administrator
900 Online Giving Surcharge	Financial Secretary
Salaries	
317 State Income Tax	Financial Secretary
800 Salaries	Financial Secretary, Deacon Chair, Personnel Chair
802-2 Pastor Expense Account	Financial Secretary, Deacon Chair
802-3 Assoc. Pastor Expense Account	Financial Secretary, Personnel Chair
941 Federal Tax Payment	Financial Secretary
150 Designated	
150-08 Men's Breakfast	Men's Breakfast Director or designee
150-09 Wednesday Night Supper	Wed. Night Supper Director or designee
150-13 Deacons Fund	Deacon Chair
150-16 Singer Singers	Worship Pastor
150-17 Handbells	Worship Pastor
150-18 Fountain Fund	Building & Grounds Chair
150-20 Building Fund	Building & Grounds Chair
150-23 Preschool/Children's Ministries	Children's Minister
150-25 Operation Christmas Child	Mission's Committee Chair
150-33 Georgia Barnette	Financial Secretary
150-34 Senior Adult Ministries	Associate Pastor
150-35 Lottie Moon	Financial Secretary
150-36 Annie Armstrong	Financial Secretary
150-37 PlaySchool	PlaySchool Director
150-40 Youth Ministries	Student Pastor
150-42 Facility Use*	Church Administrator
150-44 Centri Kid	Children's Minister
150-49 Misc. Designated	Financial Secretary
150-50 Benevolence	Pastor, Student Pastor
150-56 Music	Worship Pastor
150-57 Women's Ministries	Women's Ministry Leader

* Expenditures for this account are restricted to payment for services (janitorial, sound, etc.) and for improvement to the facilities.

CHART OF ACCOUNTS / RESPONSIBILITY ASSIGNMENTS

Account	Responsibility Of
150-59 Acts 1:8	Student Pastor, Committee Chair, Pastor
150-62 Discipleship Training	Pastor
150-64 Honduras	Mission's Committee Chair
150-66 Open Door SS Class	Class Secretary or designee
150-67 Circle of Joy SS Class	Class Secretary or designee
150-75 Phase 1 New Sanctuary Fund	Deacon Chair
150-76 Surpluses	Deacon Chair
150-77 Sisters SS Class	Class Secretary or designee
150-78 A.W. Robbins SS Class	Class Secretary or designee
150-79 Armor of Light SS Class	Class Secretary or designee
150-80 Covenant/Mercy House	Mission's Committee Chair
100-100 Whitney/Hancock Bank Operating Fund	Financial Secretary
100-101 Resource Bank Payroll Account	Financial Secretary
Chase Credit Cards	
0173 C. Dykes	Worship Pastor
4486 C. Warren	Pastor
4502 N. Burris	Office Manager
5199 J. Miller	Associate Pastor
6804 C. Thomas	Student Pastor
7828 K. McElveen	Preschool/Children's Minister
9760 C. Milner	Financial Secretary
Whitney/Hancock Credit Cards	
2730 Office 1	Office Manager
8988 Office 2	Office Manager
Money Market Accounts and CD's	
102 CSB – Money Market 2147	Deacon Chair
112 WNB – Fountain Fund CD	Deacon Chair
114 Savings First Bank McComb 2874	Deacon Chair
115 First Bank McComb CD	Deacon Chair
119 CSB Money Market 1828	Deacon Chair
124 CSB CD 2770	Deacon Chair
125 CSB CD 2762	Deacon Chair
126 CSB Savings 4196	Deacon Chair
127 CSB CD 2754	Deacon Chair
127 CSB CD 4156	Deacon Chair

PURCHASE ORDER FORM

FIRST BAPTIST CHURCH

Purchase Order

Requested By:

Purchased By:

Order Details:

Date: _____

Purchased From: _____

Purpose/Additional Information:

Item Description:

Account Information:

Account Name

Account #

Price

☐ Budget Funds

☐ Designated Funds

Signature: _____

CHECK REQUISITION FORM

**FIRST BAPTIST CHURCH OF FRANKLINTON
950 SELF STREET
FRANKLINTON, LA 70438**

Requested By: _____	Date: _____
_____ Name (Please Print)	Account Name: _____
_____ Signature	Account Number: _____
	These funds are: (check one) <input type="checkbox"/> Budget Funds <input type="checkbox"/> Designated Funds

CHECK MADE PAYABLE TO: _____
Address: _____

- Please attach all available documentation (i.e.: receipts, invoices).
- Must include address if check is for reimbursement.
- Must include IRS Form W-9 if check is for payment of services to an individual.

AMOUNT: _____

Purpose/additional information:

METHOD OF PAYMENT

Mailed: ☐

Hold for Pick Up: ☐

CREDIT CARD CONTRACT

The following stipulations are agreed to by the credit card recipient whose signature appears below;

- The church credit card will be used only for church business expenses as dictated by an approved church budget or designated fund.
- Expenses should not exceed the approved church budget or designated fund balance.
- Each staff member is personally responsible for all charges under their name on their card and must demonstrate that the expenses are reimbursable by documenting to which budget or designated account the expenses are to be charged.
- Receipts must be submitted in a timely manner.
- In the event a receipt is not available, a lost receipt form must be filled out by the card holder.
- The use of credit cards for existing vendor accounts is permissible.
- Personal credit cards may be used for church business where appropriate.
- Under no circumstances are cards to be loaned to anyone who is not a staff member of FBC, Office cards may be checked out by the Office Manager or a designee.
- Upon termination of employment, cards must be returned immediately.

Signed: _____ Date: _____

BUDGET REQUEST FORM

MEMORANDUM

To: _____

From: Cathy Milner, Financial Secretary

Date: July 9, 2022

Subject: 2022 Budget Proposal

It is the time of year again when budget requests for the new Fiscal Year need to be evaluated. The 2021 budget and the cost dispersed through June 30, 2021 are attached. **Do NOT return this request form unless an increase/decrease is planned.** If an increase/decrease is planned, please return the form to Cathy Milner's box in the FBC office Annex by July 16th. Make sure to fill in the blanks with the amount requested for the entire 2022 fiscal year and the name of the account. Also, please justify if an increase is requested.

Proposed Budget Request, 2022: _____ for _____
(Amount) (Name of Account)

Justification for Request

Date: _____

Non Envelope Contribution Log

[illegible]

COUNTING COMMITTEE BALANCING WORK SHEET

	Sunday School Offering	Service Offering (Env)	Service Offering (no Env.)	Other	TOTALS
<u>ACCOUNT POSTING:</u>					
600 General Fund					
600 Coffee Fund					
150- 08 Mens Breakfast					
150- 09 Wednesday Night Supper					
150-13 Deacons Fund					
150-20 Building Fund					
150-23 Children (Coke)					
150-25 Missions (OCC)					
150-33 Georgia Barnette					
150-34 Senior Adults					
150-35 Lottie Moon					
150-36 Annie Armstrong					
150-37 PlaySchool					
150-40 Youth					
150-42 Facilities Use					
150-44 Centri Kid					
150-49 Misc. Designated					
150-50 Benevolence					
150-57 WINGS					
150-59 Acts 1:8					
150-62 Discipleship Training					
150-64 Honduras					
150-66 Open Door (Helping Hands)					
150-67 Circle of Joy					
150-75 New Sanctuary Fund					
150-77 Sisters Class					
150-78 AW Robbins					
150-79 Armor of Light					
150-80 Covenant Ministries					
150-59 Food Bank					
TOTALS					
<u>DEPOSIT:</u>					
Coins					
Cash					
Checks					
TOTALS					

DEPOSIT REPORT

FIRST BAPTIST CHURCH
950 Self Street, Franklinton, LA 70438

Deposit Date: _____

Appropriate Fund:**Amount**

600	General Fund	_____
600	Coffee Fund	_____
150-08	Men's Breakfast	_____
150-09	Wednesday Night Supper	_____
150-13	Deacons' Fund	_____
150-20	Building Fund	_____
150-23	Children's Ministries	_____
150-25	Operation Christmas Child	_____
150-33	Georgia Barnette	_____
150-34	Senior Adults	_____
150-35	Lottie Moon	_____
150-36	Annie Armstrong	_____
150-40	Youth Ministries	_____
150-42	Facilities Use	_____
150-44	CentriKid	_____
150-49	Misc. Designated	_____
150-50	Benevolence	_____
150-57	Women's Ministries (Wings)	_____
150-59	Acts 1:8	_____
150-59	Food Bank	_____
150-62	Discipleship Training	_____
150-64	Honduras	_____
150-66	Open Door Class (Helping Hands)	_____
150-67	Circle of Joy Class	_____
150-75	New Sanctuary Fund	_____
150-77	Sisters Class	_____
150-78	AW Robbins Class	_____
150-79	Armor of Light Class	_____
150-80	Covenant Ministries	_____

Total Deposit:

Signature: _____

FIRST BAPTIST CHURCH OF FRANKLINTON
950 SELF STREET
FRANKLINTON, LA 70438

MISSING ORIGINAL RECEIPTS FORM

If all measures to obtain a required missing receipt have been exhausted, the **Missing Receipt Declaration** should be completed by the person who incurred the expense. This Declaration needs only to be signed by the person who incurred the expense.

I am missing a receipt for:

I incurred this expense on:

For \$:

Description of purchase:

Account name and number:

The receipt was (check one):

☐ Lost

☐ Never Received

☐ Other

I understand that a **Missing Receipt Declaration** may not be completed on a routine basis and that overuse may revoke the privilege of providing a Declaration in lieu of a receipt. I certify that all information submitted is correct to the best of my knowledge.

Name (Please Print)

Signature

Date

FINANCIAL SECRETARY CALENDAR OF EVENTS

MONDAY

Monday A.M. counting team counts all the money from the prior Sunday. When finished, their team will deposit the money into Hancock Whitney Bank. They will leave the details of the deposit on the desk in the Financial Office. Enter detailed deposit into QuickBooks. Make copies of any Memorials and give to Office Manager. Once you have entered the deposit into QuickBooks, enter the individual contributions into Servant Keeper. Provide Office Manager with totals for the bulletin: Budget Received, Budget to-date, Phase 1 New Sanctuary and any special offerings (ie. Annie Armstrong, Georgia Barnette, Lottie Moon. Update any ministry leaders of payments made for trips, camps, etc.

DAILY

Code all contributions as they come into the office.
Put the contributions given through office into vault for counting team to count Monday morning. Once invoice has been verified and independent contractors return W9, pay invoice with QuickBooks.
Enter all bank draft bills into QuickBooks.
Enter credit card charges into QuickBooks.

MONTHLY

First of the month write check to Resource Bank Payroll Account to cover direct deposit payroll.
Pay credit cards through Hancock Whitney Bank no later than the last day of month. Bill should be paid same month as the credit card purchase took place for Budget purposes.
Reconcile bank statements for ALL Church Bank Accounts.
Prepare monthly financial statements for Finance Committee and Deacons (Budget, Designated, Check Details). Convert QuickBooks Reports to Excel Reports.
Email and print Deacons' packet for all Deacons. Includes Agenda, prior month's Minutes, Reports submitted, Financials and any special documents.
Figure Mission Contributions (Spreadsheet): LBC (9.5%), WBA (2.5%), Acts 1:8 (3.5%). Write Checks for all except Acts 1:8 which is a journal entry.
Write checks to: Washington Parish Food Bank rent (\$675), Ignite Missions (\$500), Covenant Ministries of Franklinton (\$500), Bogue Chitto Heights (\$583.33).
Send CPA monthly total for Wednesday Night Supper for sales tax computation.
Pay Louisiana Department of Revenue and Sales Tax prepared by CPA.

PAYROLL (15TH)

Payroll **MUST** be turned into the CPA Office five (5) business days prior to Payday or Direct Deposit will not go through!!!

Fill in Payroll spreadsheet for:

- Ted cleaning, funeral and mowing
- Kelly's wages (changes bi-monthly)
- Nursery wages (On timesheets)
- Office Assistant (On timesheet).

Ensure payroll register given by CPA office is correct.

Print any non-direct deposit payroll checks.

Put all check stubs in envelopes and put in individual's mailbox.

Enter Federal Tax Deposit done by CPA using EFTPS into QuickBooks.

PAYROLL (30TH)

Payroll **MUST** be turned into the CPA Office five (5) business days prior to Payday or Direct Deposit will not go through!!!

Same as the 15th plus the following:

Bro. Joey will turn in monthly mileage for Expense Account for reimbursement.

Pay GuideStone online (staff annuity).

Put PlaySchool payroll into spreadsheet.

Give PlaySchool spreadsheet to Kelly. PlaySchool will write a check to reimburse PlaySchool payroll, taxes and utilities. That check needs to be deposited into Hancock Whitney Bank.

QUARTERLY

Reports for Finance Committee and Business Meetings:

- January-March Financials at end of March for Business meeting with congregation.

- April-June Financials at end June for Business meeting with congregation.

- July-September Financials and Budget at end of September.

- Present Budget proposal to congregation at end of September.

- October-December Financials at end of December for Business meeting with Congregation.

YEARLY

Send out applications for scholarships (January or February).

Pay out scholarships to university to those approved (July).

Send out budget request form to committee chairs with year-to-date spending (After June financials are completed).

Certificate of Deposit renewals – discuss with Finance Committee.

Prepare numbers for ACP Statistical Profile (prepared in October for prior year October – September).

Prepare numbers for Workers Comp Audit Report (prepared in September for prior year September - August).

Send Salary Report to Personnel for evaluations.

Send updated salary packages to CPA office (annuity, expense accounts, housing, taxable salary) – For January payroll.

Enter New Budget into QuickBooks.

Ensure the Annual Report is filed with the Secretary of State.

Prepare IRS Form 1099-Misc on all independent Contractors (1099s are done through QuickBooks and not through the CPA).

CPA will send W2s and Annual Reports to the office. We must sign and mail out.

[illegible]