

Authorization of Funds Policy

Approved 6/19/19

It is the policy of Generation Church that all purchases made with church funds, or with the understanding of reimbursement with church funds, will have the appropriate level of authorization prior to approving purchases, contracts, or quotes.

These policies are intended to ensure all employees, leaders, and/or empowered volunteers have a clear and consistent understanding of guidelines for making financial agreements on behalf of the church and the correct level of authorization for such financial agreements.

ACCOUNTABILITY

POLICY RESPONSIBILITY - This policy is issued and maintained by the Executive Pastor, who is responsible for its interpretation and revision.

AUTHORIZATION RESPONSIBILITY - It is the responsibility of the employee or leader approving the expenditure to ensure they have the appropriate level of authorization.

NON-COMPLIANCE - Non-compliance may result in disciplinary action including loss of future spending authorization, unauthorized purchases not being honored or reimbursed, loss of leadership opportunities and responsibilities, and/or possible employee termination.

AUTHORIZATION LEVELS AND MONETARY LIMITS

Monetary authorization levels for employees, leaders, and empowered volunteers are assigned based on job responsibilities, expectations, accountability, and organizational burden.

Authorization levels mirror the categories outlined in the Generation Church Employee Handbook and follow the organizational tiers from the Organizational Chart and Leadership Pipeline.

Level 1 & 2	Executive Team	Unlimited
Level 3	Ministry Directors	Up to \$1,000 within a 7 day period
Level 4	Ministry Coordinators	Up to \$500 within a 7 day period
Level 5	Ministry Coaches	Up to \$300 within a 7 day period
Level 6	Team Leaders	Up to \$150 within a 7 day period

MONETARY LIMIT EXCEPTIONS

* Any expenditures outside of the annual operating budget of \$10,000 or above must be authorized by at least 66% of the members of the Executive Team in a called meeting. All expenditures outside of the annual operating budget, under \$10,000 may be authorized by a minimum of 33% of the Executive Team.

* Authorization for purchases, purchases, and/or reimbursements may be suspended at any time by the Executive Pastor for the purposes of managing cash flow and maintaining healthy account balances.