

# **Columbia Community Center of SDA**

## **General Financial Policy**

Whereas, CCC of SDA operates on the combined budget plan, all programs and ministries are financed from this main source of funding. All departments, ministries, and clusters function to support the initiatives voted by the church for each year and are not independent units performing their functions exclusively. All funds collected for the church are placed in the combined budget pool to be allocated to the various ministries, initiatives, projects, etc. Requests for exceptions to this general process should be made to the finance committee who will then make a recommendation to the Church Board. The exception that does not require board approval is building fund collection, because this falls outside the scope of annual operations. Therefore,

1. No department or member should solicit funds from a member or attendee for a specific program
2. Funds designated on the tithe envelope for a specific ministry will be applied to the expenses of that ministry, but may not increase the budget allotted to that department/ministry unless combined budget goals are met and funds are available to do that.
3. Notwithstanding the above, if someone provides funds for a specific activity or equipment for a ministry/department, the funds will be kept and used for that purpose.
4. When resources are limited, ministries/programs may receive incremental funding on a ministry-by-ministry or program-by-program basis in which each ministry or program activity is evaluated before the next is pursued.

Year-end reporting will not occur until the completed 2<sup>nd</sup> week (at the earliest) of the New Year because there are outstanding funds coming through the mail, and electronic means (Adventist Giving.org) that are reportable in the completed year but not recorded at year-end.

The distribution of unused funds will be based on the recommendation of the finance committee. Because of zero-based budgeting for operations, unused funds would generally go to projects such as building and the Emergency Fund.

Requests for funds from approved budgets should be made a least a week before needed. Requests for a significant portion (more than 15%) of a budget require advance notice of at least 30-days to allow the treasurer and finance committee to match income (inflows) and expenses (outflows). Bear in mind that it does take a year to accumulate all funds needed to cover budgets.

No ministries should incur personal debt for any ministry activity that has not been approved or authorized by the finance committee.

No member or department has the authority to obligate the church for services or purchases not approved by the finance committee or church board or that contravenes the church's approved/established financial policies.

The AEC voucher system will be used to disburse funds. Original receipts are needed to accompany the vouchers.

All approved budgets are subject to availability of funds.