

Budget Policy - 2010

The Annual Operating Budget for Church of Christ, Union is the primary instrument of financial planning as established by the Constitution of the Church. Preparing an Operating Budget allows the congregation an opportunity to express their desires in the operations and management of the Church. By passage of this document, the Congregation empowers the Trustees with the responsibility of handling and controlling the Church's finances using the Operational Budget as the adopted guideline.

With the adoption of this 2010 Operational Budget, the Congregation would make the following policies as a part of this Budget:

- The Operational Budget document stands on its own merits. Any previous Budget directives as passed by the Congregation and/or Board of Trustees are not valid unless further addressed within this document or the Church's Constitution.
- The Boards and Officers are empowered to expend up to the amount allocated in each of the six primary Total Expenditure Classifications: Personnel, Admin. , Property , CE , Deacons, and M&O. With the exception of Personnel and the line item for Pastor's Professional Exp. Trustees can approve a request that will result in an overrun in the five other Expenditure Classes of not more than ten percent (10%) of the budgeted amount. Lacking approval for a classification overrun, the Treasurer will not authorize any further payments from any line item in the classification. Projected increases or overruns in either the Personnel Class or Pastor's Professional Exp. Account, must be first approved by the Congregation.
- The Trustees are empowered to expend up to \$2,500 without further Congregational approval for emergency items not identified in the Operational Budget. (For example, ceiling repairs in the sanctuary.) Should an expenditure of that nature be required, the Trustees must decide whether to withdraw funds from reserves or ask for a special offering appeal and must report the action(s) to the General Committee.
- The Trustees must report the financial conditions of the Church with respect to the Operational Budget on a regular basis through the General Committee and *Consider*.
- Board Chairpersons who have funds at their disposal through the Budget are responsible for tracking the expenditures of their boards. Monthly financial reports will be distributed at the General Committee meetings for this purpose.
- Designated giving toward special projects and other non-operational items must be approved by the Trustees prior to creating a new fund for acceptance of the gift.

Upon acceptance, those moneys will be handled as Non-Operational Activities and do not appear in this document and do not require further Congregational approval unless stipulated by the Church's Constitution.

- The Proposed Budget will be available for Congregational review no later than seven days prior to the meeting at which it is to be presented for adoption.
- If a surplus remains at the end of the year, 10% of that surplus will be placed in the Missions Outreach Fund. The remaining 90% is to be allocated as recommended by the Trustees and approved by the General Committee.