

**Financial Policies for
First Baptist Church, Los Alamos, New Mexico**

Policy #:	1	Check Signing	Approved On:	3/21/99
Description and Explanation:	Checks of the church must have two signatures. At least one of these signatures must be that of the Bookkeeper/Treasurer, Finance Committee chairperson, or an authorized alternate check-signer. One of the signatures may be that of the Secretary or, if specifically authorized by the Church, a member of the ministerial staff. Any check written over \$10,000 must be signed by either the Treasurer or Finance Chairman.			
Policy #:	2	Non-budgeted cash advances	Approved On:	12/13/89
Description and Explanation:	Cash advances in excess of \$100.00 for any non-budgeted item, e.g., meetings, training, retreats, mission trips, etc. must be approved by the Treasurer or Finance Chairman.			
Policy #:	3	Approval of Line Item spending	Approved On:	8/23/09
Description and Explanation:	The appropriate committee chairperson, Ministry Team leader or Support Team leader must approve all debits to the line item for which he/she is responsible.			
Policy #:	4	Gifts of Stock	Approved On:	8/18/99
Description and Explanation:	For policy on gifts of stock see "Policy No. 4" in the trustee handbook.			
Policy #:	5	Controls on Spending (a)	Approved On:	8/23/09
Description and Explanation:	Any motion made in a Church business meeting for an expenditure of more than \$100 that is not provided for in the Church budget shall be referred to the Finance Committee who will report out on that matter no later than the next regular Church business meeting.			
Policy #:	6	Controls on spending (b)	Approved On:	8/23/09
Description and Explanation:	In general, the Treasurer shall not pay debits which exceed the Church-approved budget for any given line item. Exceptions to this general rule may include essential operational costs, such as utilities and insurance bills where the annual totals were underestimated. Other bills exceeding the budget amount will be referred to the Bookkeeper or the Chairperson of the Finance Committee for resolution. They, in turn, will ensure that the Church is notified of any unresolvable problems.			

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Policy #:	7	Controls on Spending (c)	Approved On:	8/23/09
Description and Explanation:	The Church maintains charge accounts at a few Los Alamos stores. Only persons authorized by the Church may charge items to these accounts.			
Policy #:	9	Mingling of Designated and Undesignated Funds	Approved On:	3/11/87
Description and Explanation:	Designated and undesignated funds may not be mingled. The church may not use designated monies to pay undesignated expenses, and vice versa. Cash in the bank must always cover all outstanding designations.			
Policy #:	10	Use of non-Member benevolence	Approved On:	3/15/98
Description and Explanation:	The non-member Benevolence ministries fund is to be used at the Pastor's or minister of Education's discretion to accommodate request for help by persons other than members of FBC. The pastor and Minister of Education report to the church after the need has been met and the money dispersed.			
Policy #:	12	Fiscal year	Approved On:	8/23/09
Description and Explanation:	The church fiscal year coincides with the calendar year.			
Policy #:	14	Matching for Staff annuity	Approved On:	11/19/95
Description and Explanation:	An upper limit of 10% of the salary of any full-time staff member will be placed on the amount of annuity that the church will match regardless of the % of salary the staff member decides to put into the annuity.			
Policy #:	16	Minimum of two money counters	Approved On:	8/23/09
Description and Explanation:	There shall be a minimum of two money counters when totaling weekly tithes and offerings. Both money counters must be church members and sign that they approve the amounts that were counted.			
Policy #:	17	Transfer between funds	Approved On:	8/23/09
Description and Explanation:	The Bookkeeper may transfer funds between church accounts with the approval of the Treasurer or Finance Chairman. This transfer process is password protected.			

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