

ST.MARTHA'S FINANCIAL/POLICIES/PROCEDURES/FORMS

Document	Reviewed and/or Revised
Active Documents	
Clergy Discretionary Fund	3/8/2016
Log Sheet	3/8/2016
Debit Card	3/8/2016
Deposits	
Deposit Coordinator -- Responsibilities	3/8/2016
Deposit -- Other than Sunday Offering	3/8/2016
Deposit Form	3/8/2016
Teller Procedure	3/8/2016
Teller Breakdown Sheet	3/8/2016
Year End Contribution Statements	3/8/2016
Disbursement/Reimbursement Form	3/8/2016 3/8/2016
Endowment Fund Resolution	5/10/2016
Facilities Usage Agreement Form	5/10/2016 5/10/2016
Fund Raising	5/10/2016
Funerals	5/11/2016
Gift Acceptance Receipt for Material Gifts	5/10/2016 5/10/2016
Gift Naming Opportunity	3/8/2016
Memorial Gifts	5/10/2016
Operating Account Line Item Descriptions	3/8/2016 3/8/2016
Payment in Absence of Treasurers	3/8/2016
Regularly Occuring Expenses	3/8/2016
Restricted Account Fund Descriptions	3/8/2016 3/8/2016
Tax Requirements Form 1099 Recipients Form W-9 & Form I-9 (IRS Forms)	3/8/2016 3/8/2016
Travel Expense Report Form Expense Report Instructions Rector Log -- Diocesan Form	3/8/2016 3/8/2016 3/8/2016 3/8/2016
Weddings Care & Use of Facilities Agreement Form	5/10/2016 5/10/2016 5/10/2016