

First Unitarian Universalist Church Columbus, Ohio

Chapter: III. Fiscal

Title: Reimbursement of Budgeted Expenses

Source:

Approved by: Board of Trustees

Date Approved: January 24, 2007

Effective Date: Immediately

Date of Last Review: January 24, 2007

A. Policy: Payment or Reimbursement of Budgeted Expenses

In conducting budget-approved church activities, committee members, at-large members, and friends may purchase items for which they need payment or reimbursement. When purchasing items for the Church or for Church-related activities, please remember that the Church is a nonprofit organization and is exempt from state sales tax. You can get tax-exemption forms in the office from the Office Manager or from the Bookkeeper. This policy outlines the procedure and timing to receive payments or reimbursements.

B. Definitions

“Payment Voucher” is a form to be completed with the necessary information to process a payment request.

“Copy/Volunteer Room” is the room adjacent to the main office of the church.

“Committee chair” refers to the designated committee chairperson who is responsible and authorized by the Church to manage the budgeted account.

C. Procedure

Procedure to Request a Payment:

- Complete a Payment Voucher (available in the Copy/Volunteer room).
- Clearly fill in all the requested information.
- Attach invoices, receipts, or other documentation to validate the expense.
- Have the Voucher signed by the appropriate committee chair. Should the person being reimbursed be the committee chair or a family member of the committee chair, the voucher needs to be approved and signed by the church administrator.
- Committee Chair or Administrator shall put the signed payment voucher and attached documentation in the bookkeeper’s mailbox.
- Expenses should be submitted by the end of the fiscal year. Usually expenses will be accepted for reimbursement through the middle of July.

Important reminders related to the Payment Requests:

- The operating budget is approved each June for the fiscal year beginning July 1. Committee chairs are responsible for authorizing expenditures within the budgeted amount.
- Please plan ahead when payments are needed. The Bookkeeper is a part-time position and proper authorization and signatures are required. We need a week notice to process a check.
- If you need a check at a particular time, please contact the treasurer who will try to accommodate reasonable special requests.

