



Trinity Lutheran Church

117 West King Street

East Berlin, PA 17316

Authorization and Disbursement of Funds
POLICY

Approved by Church Council on February 11, 2021

Trinity Evangelical Lutheran Church
Policy and Procedure
Authorization and Disbursement of Funds

1. Policy

This policy is to provide the necessary internal controls for funds disbursements of Trinity Lutheran Church are properly documented and bear the appropriate signed authorizations.

2. Procedure

2.1. Disbursement Requests must be submitted on a "Request for Check" form and be requested and/or counter signed by the Council Representative responsible for the budgeted item. The request must be accompanied by the invoice/supporting documentation for the disbursement request and designating the appropriate expense account (s) to be charged.

**TRINITY EVANGELICAL LUTHERAN CHURCH
REQUEST FOR CHECK**

<p>Make Check Payable To: _____ _____ _____</p> <p>In The Amount Of \$ _____</p> <p>Date Check Needed _____</p> <p>Requested by: _____</p> <p>Approved by: _____</p>	<p>EXPLANATION: _____ _____ _____</p> <p>() Mail Check () Return Check</p> <p>To: _____</p>
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	5.401.004 PASTOR'S DISCRETIONARY	\$ _____	5.405.002 OUTREACH	\$ _____
TREASURER'S USE:	5.402.001 ALTAR SUPPLIES	\$ _____	5.405.003 EVANGELISM	\$ _____
CHECK #:	5.402.002 CHOIR SUPPLIES	\$ _____	5.405.004 STEWARDSHIP	\$ _____
CHECK DATE:	5.402.004 DEVOTIONALS	\$ _____	5.405.008 PARISH LIFE	\$ _____
	5.402.012 SUPPLY PASTOR	\$ _____	5.409.201 POSTAGE	\$ _____
	5.402.013 SUPPLY ORGANIST	\$ _____	5.409.202 OFFICE SUPPLIES	\$ _____
	5.402.015 NEW MEM/BAPT./WED.	\$ _____	5.410.103 CONFERENCES & WORKSHOPS	\$ _____
	5.403.001 SUNDAY CHURCH SCHOOL	\$ _____	5.410.105 CONTINUING ED	\$ _____
	5.403.003 CATECHISM/CONFIRMATION	\$ _____	5.410.107 PROFESSIONAL EXPENSES	\$ _____
	5.403.005 YOUTH	\$ _____	5.413.104 WATER/SEWER/REFUSE	\$ _____
	5.413.203 PIANO / ORGAN	\$ _____	5.413.201 SEXTON'S SUPPLIES	\$ _____
	OTHER - EXPLAIN ABOVE	\$ _____	5.413.206 REPAIRS & MISC.	\$ _____

- 2.1.1. Operating Expenses such as utilities, Office Supplies, and postage should be submitted by the Church Secretary for approval.
- 2.2. All check requests must be "Approved" by either the Council President or Vice President
- 2.3. Once Approved as required in section 2.2 above, the disbursement request will be forwarded to the Treasurer for payment via check or other electronic means.
- 2.4. Checks are typically processed for payment on the 15th and 30th of each month.
 - 2.4.1. For invoices to be paid within the specified terms it is the responsibility of the requestor to insure the "Request for Check" form is submitted for approval at least 1 week prior the dates specified in section 2.4.
- 2.5. Payment will be processed and checks will be made available for pick-up, mailing, or in some cases payments will be made electronically.