

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-2000-1
Title: SPECIAL FUNDS, DEFINITION & PROCEDURES
Board/Committee: Finance Board
Effective Date: October 17, 2000; Reviewed and Revised June 19, 2012
Voided Date:

References: Constitution – C5.03(e) & (g), C12.05; Bylaws – B11.01.01(d), B12.04.01(e), B13.18.08(d); Continuing Resolution – CR-2000-2, CR-2000-3.

RESOLUTION: Special Funds shall be administered as outlined in this resolution.

Definitions:

Special Funds:

- All memorials regardless of amount.
- Any special contribution designated as a “special fund” by the Congregational Council or Finance Board.
- Other non-budgeted contributions and expenditures for a specific, designated purpose that meets one of the following two criteria:
 - Total amount to be contributed is estimated to exceed \$300.

OR

- Total amount to be contributed is estimated to exceed \$100 AND the time period involved in receiving the contributions and expending the funds is estimated to exceed six months.

Incomes and expenditures that do not meet the criteria are generally accounted by the Treasurer as Miscellaneous Income and Miscellaneous Expense.

- Excluded are:
 - Any gift designated for a budgeted line item, such as special benevolences (World Hunger, etc.), Sunday School offerings, etc.
 - Income that is simply a reimbursement for materials received, such as adult education materials (study books, etc.). *Reimbursements are credited to the appropriate Budget account by the Treasurer. For example, reimbursements for adult education materials are credited (negative expenditure) to the Adult Education sub-account.*

Administration: The Finance Board shall select and recommend to the Congregational Council a person to administer the Special Funds. This appointment is effective upon approval by the Congregational Council and terminates when a different person is subsequently selected and approved. The person so appointed shall be called the “Special Fund Recorder”.

Procedures:

1. Special Funds shall be received, counted, and deposited by the Sunday offering counters as outlined in the current, approved counting and depositing procedures. Each week, a copy of the *Deposit Recap Slip* shall be provided to the Special Fund Recorder.
2. Special Funds shall be accounted for separately (incomes and expenditures) from the General Budget accounting. Separate accounts (incomes and expenditures) shall be maintained for each, individual Special Fund. A separate checking account shall be maintained for the Special Funds.
3. Special Fund Recorder shall:
 - a. Report Special Fund incomes, expenditures, and balances, by individual account, to the Pastor(s) and Finance Board on a monthly basis.
 - b. Distribute Special Fund moneys as directed by the appropriate authority – Congregational Council, Pastor, etc.
 - c. Balance the Special Fund checking account each month.
 - d. Not maintain a record of the individual persons contributing Special Funds. (This is the responsibility of the office secretary and/or Financial Secretary.)
5. Each month (or more frequently), the Treasurer transfers the total of the Special Fund moneys received during that period to the Special Fund checking account.
6. Based on the information provided on the *Deposit Recap Slips*, the Special Fund Recorder updates the Special Fund accounting records on a monthly (or more frequent) basis.

APPROVED:

Signature of Church Secretary (officer)

Date Approved

VOIDED:

Signature of Church Secretary (officer)

Date Voided