

**POLICY and PROCEDURE**  
**St Luke Lutheran Church of Sacramento, California**

**Number:** P&P-2000-1  
**Title:** SPECIAL FUNDS  
**Board/Committee:** Finance Board  
**Effective Date:** October 17, 2000; Revised June 19, 2012; Revised September 1, 2020  
**Voided Date:**

**References:** Constitution/Bylaws – C5.03(g), C11.01.01(d), C12.04.01(e), C12.05, C12.05.01(c)(1) C12.05.01(d), C13.17.07(d); Policy and Procedure – P&P-2000-2, P&P-2000-3.

**POLICY:** Special Funds, which are funds specifically received for use outside of the general budgetary line items, shall be administered as outlined in this P&P.

**Special Funds Definitions:**

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

*Note: Incomes and expenditures that do not meet the guidelines are generally accounted by the Treasurer as other or miscellaneous income and expenses.*

- d. Excluded are:
  - i. Any gift designated for a budgeted line item, such as special benevolences (e.g., World Hunger, Disaster Response, etc.)
  - ii. Income that is simply a reimbursement for materials received, such as adult education materials (study books, etc.).

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

**Procedures:**

- a. Special Funds shall be received, counted, and deposited by the Sunday 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 Funds Recorder.
- b. 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.
- c. A separate checking account shall be maintained for the Special Funds.
- d. The Special Funds Recorder shall:
  - i. Report Special Fund incomes, expenditures, and balances, by individual account, to the Pastor(s), Congregation Council, and Finance Board on a monthly basis.
  - ii. Distribute Special Funds as directed by the appropriate authority – Congregation Council, Board, Pastor, etc.
  - iii. Balance the Special Funds Checking Account each month.
- e. The Special Funds Recorder does not maintain a record of the individual persons contributing Special Funds. This is the responsibility of the church office secretary and Financial Secretary.
- f. Each month (or more frequently), the Treasurer transfers the Special Funds received during that period to the Special Funds Checking Account.
- g. Based on the information provided on the *Deposit Recap Slips*, the Special Funds Recorder updates the Special Fund accounting records on a monthly (or more frequent) basis.

**APPROVED:**

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*Signature of Church Secretary (officer)*      *Date Approved*

**VOIDED:**

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*Signature of Church Secretary (officer)*      *Date Voided*