

POLICY and PROCEDURE
St Luke Lutheran Church of Sacramento, California

Number: P&P-2005-1
Title: EXPENDITURES, AUTHORIZATION & PROCEDURES (Form 1000)
Board/Committee: Finance Board
Effective Date: April 16, 2005; Revised March 20, 2012; Revised September 1, 2020
Voided Date:

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

POLICY: The payment procedures for all expenditures, regardless of funding source (General Fund or Special Funds), shall be authorized and documented using the Form 1000 as outlined in this P&P except as otherwise specified below.

Exceptions: The procedures do not apply to the following expenditures:

- a. Benevolences (e.g., Synod, special ELCA, St. Luke's designated, etc.)
- b. Salaries and salary-related expenses such as worker's compensation insurance, payroll taxes, benefits, etc.
- c. Contracts and leases included in the approved Budget (e.g., janitorial services, landscape services, copier, etc.)
- d. Taxes
- e. Property and liability insurance
- f. Mortgages
- g. Utilities
- h. Auxiliaries such as W-ELCA and similar auxiliaries.

Prior Approval: All expenditures shall be approved by the Congregation Council before initiating the expenditure (purchase or order), unless specially exempted in the list below:

- a. Expenditures less than \$400.00 excluding taxes if the total for all expenditures (including the expenditure to be made) for that General Budget line item does not exceed the approved General Budget.
- b. Expenditures funded by memorial gifts, providing such expenditures are approved by the Pastor or the Memorial Gift Coordinator. See P&P-2000-2, "Memorial Gifts".
- c. Expenditures for "maintenance/improvement projects" that are approved by the Congregation Council.
- d. Expenditures for fund raisers, special events, and similar activities approved by the Congregation Council.
- e. Expenditures for declared emergencies in accordance with the Constitution/Bylaws C12.05 and C12.05.01(c).

Procedures (Form 1000): All expenditures shall be documented using the Form 1000. Instructions, in chronological order, for making expenditures and using the Form 1000 are listed below. See also the instructions on the form (attached).

Procedure			
1	Obtain prior approval, if necessary.		
2	Determine or verify what is the funding source for the expenditure (i.e., General Fund (the approved Budget), Special Funds (see Policy and Procedure P&P-2000-1), or another source.		
	Goods/Services Delivered		Goods Ordered, But Not Delivered
3a	Purchase goods and/or services.	3b	Order goods.
4a	Receive goods and/or services.	4b	Prepare Form 1000 and write “ <i>Not Delivered</i> ” in the Form’s “Comment” section.
5a	Prepare Form 1000 submittal including receipt.	5b	Put Form 1000 in mailbox of appropriate Board Chairperson*.
6a	Put Form 1000 submittal in mailbox of appropriate Board Chairperson*.	6b	Goods are delivered.
		7b	Advise appropriate Board Chairperson* that the goods have been delivered and provide receipt.
<i>The Following To be Accomplished by the Appropriate Board Chairperson*.</i>			
		8b	Cross out “ <i>Not Delivered</i> ” comment and write “ <i>Delivered</i> ” in “Comment” section.
7a	Approve the Form 1000 expenditure and place submittal in Treasurer’ box (General Fund) or Special Funds Recorder’s box (Special Funds).	9b	Approve the Form 1000 expenditure and place submittal in Treasurer’ box (General Fund) or Special Funds Recorder’s box (Special Funds).

**When appropriate (e.g., for goods or services received/ordered by the Pastor or Office Secretary), the Pastor may act as the appropriate Board Chairperson. Note: A Board Chairperson may not approve reimbursement for him/her self or for a family member. In such case, another relevant Board member or the Pastor must review and sign for approval.*

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided

**P&P-2005-1
ATTACHMENT**

**St. Luke's Lutheran Church
Form 1000, Expenditure Approval and Payment
Rev. 8/1/2020**

- Notes:**
- a) Submit a separate form for each payee.
 - b) **Attach available documents (receipts, packing slips, copies of order forms, etc.).**
 - c) Put completed form in the mailbox for the appropriate Board Chairperson*.
 - d) When goods are **ordered**, but are **not delivered**, complete this form and write "Not Delivered" in the "Comment" section and put in mailbox of appropriate Board Chairperson*. When the goods are delivered, advise the Board Chairperson*.
- *See details of P&P-2005-1 for when the Pastor may act as the appropriate Board Chairperson.*

Submitted By: **Name:** _____ **Date:** _____

- Prior Approval:**
- Council Action, date _____ Emergency
 - Not Required (indicate why below):
 - Less than \$400 and less than Budget line item total.
 - Memorial Gift, name(s): _____
 - Approved Project, Fund Raiser, Special Event, etc.*
- *Project/Raiser/Event Name: _____

- Funding Source:**
- General Fund (Approved Budget)
 - Special Fund, sub-fund name: _____

Expenditure(s):

	Description	Amount	Budget Account No.	Paid <small>(for office use only)</small>
1				
2				
3				
	Total			

Payee (the check will be made to this name):

Name: See attached **Address** (if to be mailed): See attached

Comments: _____

Board Approval:

Board: _____ **Chairperson:** _____ **Date:** _____

Note to Chairperson: Upon your approval, give to Treasurer (General Fund) or Special Funds Recorder (Special Funds) as appropriate.. When goods are delivered, cross out "Not Delivered" and write "Delivered" in the "Comment" section and then, give to the Treasurer or Special Funds Recorder, as appropriate.