

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;
Revised April 15, 2023
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 Funds 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*