

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

**Number:** CR-1999-1  
**Title:** TREASURER, LOSS CONTROL PROCEDURES  
**Board/Committee:** Finance Board  
**Effective Date:** June 15, 1999; Reviewed and Revised June 19, 2012  
**Voided Date:**

**References:** Constitution - C12.05; Bylaws - B11.01.01, B12.04.01(e)(5), B12.05.01(c).

**RESOLUTION:** The Treasurer shall adhere to the following loss control procedures:

1. Two signatures will be required on all checks.
2. All check numbers must be accounted for.
3. No checks will be made out to cash.
4. The Treasurer's monthly reconciliation, all checks, and monthly bank statement will be made available to the Finance Board for review. The Finance Board shall review such documents within 90 days and report any discrepancies to the Church Council.
5. All original bank statements and deposit slips are to be retained in the St. Luke Lutheran Church office.

**APPROVED**

\_\_\_\_\_  
*Signature of Church Secretary (officer)*

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*Date Approved*

**VOIDED:**

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*Signature of Church Secretary (officer)*

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*Date Voided*