

**TAPESTRY COMMUNITY CHURCH (TCC) POLICY:
FINANCIAL MANAGEMENT
14 August 2013 (rev. 11/8/15)**

- Treasurer shall account for all church income and expenses.
- Treasurer shall not have authority to write checks from church checking account nor have access to church debit cards.
- Only persons approved by the Elder(s) shall have authority to write checks and have access to church debit cards.
- Tithes and offerings received on Sunday shall be counted by the Treasurer (a Church Council member when the Treasurer is not present) and a member of the church on the same day they are received. The member of the church assisting the Treasurer (or Church Council member) shall not be biologically nor legally related to the Treasurer or Church Council member.
- Tithes and offerings received on Sunday shall be recorded on a log form and signed by the Treasurer (or Church Council member when Treasurer is not present) and a member of the church who is not biologically nor legally related to the Treasurer (or Church Council member).
- Tithes and offerings received on Sunday shall be deposited into the bank account of TCC within three (3) business days.
- Treasurer shall present a monthly financial report to the Church Council.
- Treasurer shall maintain a record of individual giving.
- All expenditures must be immediately reported to the Treasurer via electronic communication or in person.
- All expense receipts must be furnished to the Treasurer.
- Treasurer must sign-off on all expenditures requiring reimbursement. Reimbursements for the Treasurer must be endorsed by an elder of the church.
- Any expenditure which will exceed \$100 must be pre-approved by all Church Council members.

[nothing follows]