



## Finance Committee Agenda February 15, 2022

1. Election of Committee Chair
2. Review financial reports
  - a. Review Restricted funds to proceed with closing (Based on Cathy's recommendation)
3. Discuss property insurance increase and next steps
4. Discuss Stormwater drainage fee
5. Policy and Procedures Discussion
  - a. Purchasing Policy
    - i. Review/Discuss Draft
  - b. Restricted Funds (accepting funds, what are approved restricted funds)
  - c. Credit Cards

1. Nomination by Sue Ellen for Bill, Second by Bonnie - Passed
2. Connie Cartiman - coming starting Friday to begin annual review of finances
  - will meet over several Fridays to review the books - we pay \$1500
  - did not do one in 2020 due to covid but Cathy will provide a copy of 2019's review
  - Bill discussed a desire to start a monthly reconciliation of the bank statements
  - Add a "Best Practices" (controls and bank req, who can sign checks) to the Policy/Procedure Discussion
  - Tithley and Breeze are not communicating - Bill will work with Cathy and Kat to figure this out
  - See Restricted fund document on items to update
3. Bill will text Jim Mailes and Lee Stockseth to find someone who can help answer questions
  - How does the conference determine the valuation?
  - How did the county determine valuation?
4. Travis provided an update on the ordinance and appeals process
- 5.

**Asbury United Methodist Church**

**Balance Sheet**

02/11/22  
Cash Basis

As of January 31, 2022

	Jan 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
<b>CASH</b>	
General Fund Checking	78,954.86
Restricted Funds Checking	112,306.26
TMF Savings #1536	98,311.92
TMF FR #2230 Money Market	25,854.34
<b>Total CASH</b>	315,427.38
<b>Total Checking/Savings</b>	315,427.38
<b>Total Current Assets</b>	315,427.38
<b>Fixed Assets</b>	
<b>EQUIPMENT</b>	54,187.59
<b>BUILDING</b>	3,040,661.73
<b>LAND</b>	339,058.15
<b>Total Fixed Assets</b>	3,433,907.47
<b>TOTAL ASSETS</b>	<b>3,749,334.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,420.63
<b>Total Accounts Payable</b>	1,420.63
<b>Other Current Liabilities</b>	
Building Fund	100.00
O/S Payroll Checks	156.11
<b>PAYROLL LIABILITIES</b>	
SP HSA Deduction	-57.54
SP Retirement W/H	-223.52
SS & Medicare Taxes W/H	-153.00
Health Insurance	315.17
<b>Total PAYROLL LIABILITIES</b>	-118.89
<b>Total Other Current Liabilities</b>	137.22
<b>Total Current Liabilities</b>	1,557.85
<b>Long Term Liabilities</b>	
<b>MORTGAGE BALANCE</b>	882,780.60
<b>Total Long Term Liabilities</b>	882,780.60
<b>Total Liabilities</b>	884,338.45
<b>Equity</b>	
<b>PERM RESTRICTED NET ASSETS</b>	
Savings - TMF Building Fund	98,311.92
FR Endowment Fund	25,854.34
<b>Total PERM RESTRICTED NET ASSETS</b>	124,166.26

Asbury United Methodist Church

**Balance Sheet**

02/11/22  
Cash Basis

As of January 31, 2022

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	<u>Jan 31, 22</u>
TEMP RESTRICTED NET ASSETS	-95.76
UNRESTRICTED NET ASSETS	2,723,809.10
Net Income	17,116.80
Total Equity	<u>2,864,996.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,749,334.85</u></u></b>

## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	Jan 22	Budget
<b>Income</b>		
Building Fund Income	0.00	0.00
General Fund Income	54,716.40	49,500.00
Temp. Restricted Income Accts	17,385.63	8,416.67
<b>Total Income</b>	<u>72,102.03</u>	<u>57,916.67</u>
<b>Gross Profit</b>	72,102.03	57,916.67
<b>Expense</b>		
<b>TRUSTEES</b>		
Equipment Repairs	0.00	250.00
<b>Grounds Maintenance</b>		
Grounds Maint - other	0.00	29.17
Mowing	0.00	41.67
Pest control services	0.00	70.00
<b>Total Grounds Maintenance</b>	<u>0.00</u>	<u>140.84</u>
<b>Building Maintenance</b>		
License/Permits/Health Permits	0.00	33.34
General maintenance	273.24	416.67
Elevator Maintenance	36.00	287.50
Fire Monitoring	0.00	250.00
Building Maintenance - Other	67.20	
<b>Total Building Maintenance</b>	<u>376.44</u>	<u>987.51</u>
<b>Total TRUSTEES</b>	376.44	1,378.35
<b>OPERATIONS</b>		
Annual Conference	0.00	208.34
Media / IT		
Website/IT	556.81	625.00
Media/Ads/Banners	136.96	266.67
<b>Total Media / IT</b>	<u>693.77</u>	<u>891.67</u>
Professional Fees	0.00	125.00
Mortgage Interest	10,795.00	0.00
<b>Utilities</b>		
Water/Gas	948.75	291.67
Electricity - Worship	878.52	1,041.67
Electricity - CLC Bldg	953.72	1,041.67
Flood Lights	241.15	250.00
Garbage	201.65	200.00
<b>Total Utilities</b>	<u>3,223.79</u>	<u>2,825.01</u>
Property Insurance	4,809.15	4,500.00
Telephone	0.00	175.00
<b>Lease/Maintenance Contracts</b>		
Copier/Printer Lease	0.00	1,500.00
<b>Bank Service Fees</b>		
Vanco ACH/MS Fees	46.17	75.00
Bank Service Fees - Other	101.68	66.67
<b>Total Bank Service Fees</b>	<u>147.85</u>	<u>141.67</u>
Memberships/Subscriptions	0.00	16.67
<b>Total Lease/Maintenance Contracts</b>	<u>147.85</u>	<u>1,658.34</u>
<b>Office Supplies</b>		
Office Misc	78.47	150.00
Office Supplies - Other	85.52	
<b>Total Office Supplies</b>	<u>163.99</u>	<u>150.00</u>

## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	Jan 22	Budget
Maintenance Supplies	0.00	166.67
Postage	0.00	62.50
Kitchen Supplies	0.00	20.84
<b>Total OPERATIONS</b>	<b>19,833.55</b>	<b>10,783.37</b>
<b>APPORTIONMENTS</b>	<b>2,169.42</b>	<b>4,390.42</b>
<b>WORSHIP</b>		
Worship Supplies Cathy to investigate	-100.00	291.67
Worship Flowers	486.04	58.34
Music Ministry	161.16	762.50
<b>Total WORSHIP</b>	<b>547.20</b>	<b>1,112.51</b>
<b>YOUTH MINISTRY</b>		
Youth Outreach Events	0.00	100.00
Youth Sun - Shockwave	0.00	125.00
Youth Meals	0.00	125.00
Youth SS Curriculum	0.00	41.67
<b>Total YOUTH MINISTRY</b>	<b>0.00</b>	<b>391.67</b>
<b>CHILDREN'S MINISTRY</b>		
Kids Summer Camp	0.00	16.67
Birthday for Jesus	29.52	16.67
Easter Egg Hunt	0.00	16.67
Jerusalem Market	0.00	16.67
Overnight Bible Camp	0.00	16.67
Kids Nite out	0.00	19.54
Children's Ministry	95.67	25.00
TeamKid!	0.00	41.67
Children's Story Time	0.00	25.00
Children's Special Events	0.00	25.00
Children's Teacher Train/Appec	0.00	41.67
Children's Music/Craft Supplies	0.00	16.67
Vacation Bible School	0.00	291.67
Preschool SS Curriculum	0.00	16.67
Elementary SS Curriculum	50.00	41.67
Nursery	0.00	8.34
<b>Total CHILDREN'S MINISTRY</b>	<b>175.19</b>	<b>636.25</b>
<b>ADULT MINISTRY</b>		
<b>Adult Sunday School Classes</b>		
Companions in Christ	0.00	66.67
Impact	0.00	66.67
Seekers	0.00	66.67
Crossroads	0.00	66.67
Celebrations	0.00	66.67
<b>Total Adult Sunday School Classes</b>	<b>0.00</b>	<b>333.35</b>
First Impressions	0.00	91.67
Adult Ministry - Other	0.00	166.67
Hospitality Ministry	149.71	83.34
Senior Ministry	0.00	83.34
Adult Leadership	0.00	125.00
United Methodist Men	0.00	166.67
Education/Discipleship	553.00	250.00
Women's Connection	0.00	166.67
<b>Celebrate Recovery</b>		
CR Books & Supplies	0.00	416.67
CR Food \Service	0.00	166.67
Celebrate Recovery - Other	-50.00	
<b>Total Celebrate Recovery</b>	<b>-50.00</b>	<b>583.34</b>
Donation through Tithley		

## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	Jan 22	Budget
Stephen Ministry	0.00	208.34
Homebound Ministries	0.00	20.84
<b>Total ADULT MINISTRY</b>	<b>652.71</b>	<b>2,279.23</b>
Temp. Restricted Expense Accts	8,512.75	12,486.27
<b>STAFF BENEFITS</b>		
Love Offering Transfer	0.00	0.00
Staff Bonus	0.00	0.00
Staff Misc	26.00	29.17
Staff Retreat	0.00	20.84
Staff S S & Medicare	753.92	1,000.00
SP Family & Individual Medical	925.00	900.00
SP CRSP/CPP	847.50	847.50
STAFF BENEFITS - Other	0.00	0.00
<b>Total STAFF BENEFITS</b>	<b>2,552.42</b>	<b>2,797.51</b>
<b>PAYROLL EXPENSES</b>		
Staff Payroll		
Administrative Wages	1,432.44	1,525.34
Nursery Staff Wages	100.98	208.34
Worship Tech Support Wages	0.00	166.67
Children Ministries Dir Wages	1,661.54	1,800.00
Youth Director Wages	1,153.84	1,500.00
Custodial Wages	1,706.38	1,916.67
Business Administrator Wages	1,200.00	1,300.00
Worship Director Wages	1,600.00	1,733.34
Media/IT	3,000.00	2,166.67
<b>Total Staff Payroll</b>	<b>11,855.18</b>	<b>12,317.03</b>
Associate Pastor Compensation		
AP Housing Allowance	592.32	641.67
AP Utilities	576.94	625.00
AP Reimbursables	0.00	250.00
Associate Pastor Salary	1,169.24	1,266.67
<b>Total Associate Pastor Compensation</b>	<b>2,338.50</b>	<b>2,783.34</b>
Senior Pastor Compensation		
SP Utilities	122.79	333.34
SP Housing Allowance	1,292.32	1,400.00
SP Reimburseables	672.14	250.00
Senior Pastor Salary	3,884.62	4,208.34
<b>Total Senior Pastor Compensation</b>	<b>5,971.87</b>	<b>6,191.68</b>
<b>Total PAYROLL EXPENSES</b>	<b>20,165.55</b>	<b>21,292.05</b>
<b>Total Expense</b>	<b>54,985.23</b>	<b>57,547.63</b>
<b>Net Income</b>	<b>17,116.80</b>	<b>369.04</b>

## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	\$ Over Budget	% of Budget
<b>Income</b>		
Building Fund Income	0.00	0.0%
General Fund Income	5,216.40	110.5%
Temp. Restricted Income Accts	8,968.96	206.6%
<b>Total Income</b>	<u>14,185.36</u>	<u>124.5%</u>
<b>Gross Profit</b>	14,185.36	124.5%
<b>Expense</b>		
<b>TRUSTEES</b>		
Equipment Repairs	-250.00	0.0%
<b>Grounds Maintenance</b>		
Grounds Maint - other	-29.17	0.0%
Mowing	-41.67	0.0%
Pest control services	-70.00	0.0%
<b>Total Grounds Maintenance</b>	<u>-140.84</u>	<u>0.0%</u>
<b>Building Maintenance</b>		
License/Permits/Health Permits	-33.34	0.0%
General maintenance	-143.43	65.6%
Elevator Maintenance	-251.50	12.5%
Fire Monitoring	-250.00	0.0%
Building Maintenance - Other		
<b>Total Building Maintenance</b>	<u>-611.07</u>	<u>38.1%</u>
<b>Total TRUSTEES</b>	<u>-1,001.91</u>	<u>27.3%</u>
<b>OPERATIONS</b>		
Annual Conference	-208.34	0.0%
Media / IT		
Website/IT	-68.19	89.1%
Media/Ads/Banners	-129.71	51.4%
<b>Total Media / IT</b>	<u>-197.90</u>	<u>77.8%</u>
Professional Fees	-125.00	0.0%
Mortgage Interest	10,795.00	100.0%
<b>Utilities</b>		
Water/Gas	657.08	325.3%
Electricity - Worship	-163.15	84.3%
Electricity - CLC Bldg	-87.95	91.6%
Flood Lights	-8.85	96.5%
Garbage	1.65	100.8%
<b>Total Utilities</b>	<u>398.78</u>	<u>114.1%</u>
Property Insurance	309.15	106.9%
Telephone	-175.00	0.0%
<b>Lease/Maintenance Contracts</b>		
Copier/Printer Lease	-1,500.00	0.0%
<b>Bank Service Fees</b>		
Vanco ACH/MS Fees	-28.83	61.6%
Bank Service Fees - Other	35.01	152.5%
<b>Total Bank Service Fees</b>	<u>6.18</u>	<u>104.4%</u>
Memberships/Subscriptions	-16.67	0.0%
<b>Total Lease/Maintenance Contracts</b>	<u>-1,510.49</u>	<u>8.9%</u>
<b>Office Supplies</b>		
Office Misc	-71.53	52.3%
Office Supplies - Other		
<b>Total Office Supplies</b>	<u>13.99</u>	<u>109.3%</u>

## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	\$ Over Budget	% of Budget
Maintenance Supplies	-166.67	0.0%
Postage	-62.50	0.0%
Kitchen Supplies	-20.84	0.0%
<b>Total OPERATIONS</b>	<b>9,050.18</b>	<b>183.9%</b>
<b>APPORTIONMENTS</b>	<b>-2,221.00</b>	<b>49.4%</b>
<b>WORSHIP</b>		
Worship Supplies	-391.67	-34.3%
Worship Flowers	427.70	833.1%
Music Ministry	-601.34	21.1%
<b>Total WORSHIP</b>	<b>-565.31</b>	<b>49.2%</b>
<b>YOUTH MINISTRY</b>		
Youth Outreach Events	-100.00	0.0%
Youth Sun - Shockwave	-125.00	0.0%
Youth Meals	-125.00	0.0%
Youth SS Curriculum	-41.67	0.0%
<b>Total YOUTH MINISTRY</b>	<b>-391.67</b>	<b>0.0%</b>
<b>CHILDREN'S MINISTRY</b>		
Kids Summer Camp	-16.67	0.0%
Birthday for Jesus	12.85	177.1%
Easter Egg Hunt	-16.67	0.0%
Jerusalem Market	-16.67	0.0%
Overnight Bible Camp	-16.67	0.0%
Kids Nite out	-19.54	0.0%
Children's Ministry	70.67	382.7%
TeamKid!	-41.67	0.0%
Children's Story Time	-25.00	0.0%
Children's Special Events	-25.00	0.0%
Children's Teacher Train/Appec	-41.67	0.0%
Children's Music/Craft Supplies	-16.67	0.0%
Vacation Bible School	-291.67	0.0%
Preschool SS Curriculum	-16.67	0.0%
Elementary SS Curriculum	8.33	120.0%
Nursery	-8.34	0.0%
<b>Total CHILDREN'S MINISTRY</b>	<b>-461.06</b>	<b>27.5%</b>
<b>ADULT MINISTRY</b>		
<b>Adult Sunday School Classes</b>		
Companions in Christ	-66.67	0.0%
Impact	-66.67	0.0%
Seekers	-66.67	0.0%
Crossroads	-66.67	0.0%
Celebrations	-66.67	0.0%
<b>Total Adult Sunday School Classes</b>	<b>-333.35</b>	<b>0.0%</b>
First Impressions	-91.67	0.0%
Adult Ministry - Other	-166.67	0.0%
Hospitality Ministry	66.37	179.6%
Senior Ministry	-83.34	0.0%
Adult Leadership	-125.00	0.0%
United Methodist Men	-166.67	0.0%
Education/Discipleship	303.00	221.2%
Women's Connection	-166.67	0.0%
<b>Celebrate Recovery</b>		
CR Books & Supplies	-416.67	0.0%
CR Food \Service	-166.67	0.0%
Celebrate Recovery - Other		
<b>Total Celebrate Recovery</b>	<b>-633.34</b>	<b>-8.6%</b>



## Asbury United Methodist Church Profit & Loss Budget vs. Actual

January 2022

	\$ Over Budget	% of Budget
Stephen Ministry	-208.34	0.0%
Homebound Ministries	-20.84	0.0%
<b>Total ADULT MINISTRY</b>	<b>-1,626.52</b>	<b>28.6%</b>
Temp. Restricted Expense Accts	-3,973.52	68.2%
<b>STAFF BENEFITS</b>		
Love Offering Transfer	0.00	0.0%
Staff Bonus	0.00	0.0%
Staff Misc	-3.17	89.1%
Staff Retreat	-20.84	0.0%
Staff S S & Medicare	-246.08	75.4%
SP Family & Individual Medical	25.00	102.8%
SP CRSP/CPP	0.00	100.0%
STAFF BENEFITS - Other	0.00	0.0%
<b>Total STAFF BENEFITS</b>	<b>-245.09</b>	<b>91.2%</b>
<b>PAYROLL EXPENSES</b>		
Staff Payroll		
Administrative Wages	-92.90	93.9%
Nursery Staff Wages	-107.36	48.5%
Worship Tech Support Wages	-166.67	0.0%
Children Ministries Dir Wages	-138.46	92.3%
Youth Director Wages	-346.16	76.9%
Custodial Wages	-210.29	89.0%
Business Administrator Wages	-100.00	92.3%
Worship Director Wages	-133.34	92.3%
Media/IT	833.33	138.5%
<b>Total Staff Payroll</b>	<b>-461.85</b>	<b>96.3%</b>
Associate Pastor Compensation		
AP Housing Allowance	-49.35	92.3%
AP Utilities	-48.06	92.3%
AP Reimbursables	-250.00	0.0%
Associate Pastor Salary	-97.43	92.3%
<b>Total Associate Pastor Compensation</b>	<b>-444.84</b>	<b>84.0%</b>
Senior Pastor Compensation		
SP Utilities	-210.55	36.8%
SP Housing Allowance	-107.68	92.3%
SP Reimburseables	422.14	268.9%
Senior Pastor Salary	-323.72	92.3%
<b>Total Senior Pastor Compensation</b>	<b>-219.81</b>	<b>96.4%</b>
<b>Total PAYROLL EXPENSES</b>	<b>-1,126.50</b>	<b>94.7%</b>
<b>Total Expense</b>	<b>-2,562.40</b>	<b>95.5%</b>
<b>Net Income</b>	<b>16,747.76</b>	<b>4,638.2%</b>

02/11/22  
Cash Basis

**Asbury United Methodist Church**  
**Temporary Fund Balance Report**  
December 30, 2008 through January 31, 2022

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	<u>Dec 30, '08 - Jan 31, 22</u>
Adult Ed Books	77.64
Apportionments	6,000.19
Bible Camp	45.45
Branches Class	94.49
Bricks	49.38
Building Repairs	5,530.40
Celebrate Recovery	498.73
Celebration Class	707.64
Companions in Christ	391.97
CR Books & Supplies	10,854.59
Debt Mortgage	44,656.25
Emmaus Scholarship	963.51
Family nite	223.64
Food Pantry	9,017.35
General Children's	1,110.94
General Youth	1,188.69
Hurricane Relief	1,676.16
Kid's Night Out	234.39
Kidscamp Fees	3,068.17
Memorial	2,288.39
Men's Ministry	272.44
Merge	504.88
Miscellaneous In & Out	19.12
Missions	2,889.55
Music	172.97
Prayer Garden	196.54
Pumpkin Patch	396.41
Puppet Supplies	308.59
Seeker's Class	6,326.81
Senior Ministry	135.02
Special Offerings	880.25
Staff Love Offerings	-0.03
Stephen Ministry	133.40
TeamKid	1,035.04
Trustees - Grounds Equipment	493.07
Trustees Futures	2,559.06
U M Army	99.61
Vacation Bible School	134.41
Women's Connection	590.50
Youth Camps & Retreats	6,382.49
<b>TOTAL</b>	<b><u>112,208.10</u></b>

**2022 Property and Liability Premiums**

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**ASBURY UNITED METHODIST CHURCH**

Church Number: 2110

Church Mutual Number: 829138

2022 Premium for Property and Liability: **\$62,941.32**

2022 Premium for Workers' Compensation Insurance: **\$1,526.35**

2020 Salaries Reported: **\$276,279.98**

Listed below are the monthly premium payment options:

- Monthly Payment by EFT: **\$5,211.14**
- Monthly Payment by Check: **\$5,372.31**

**(If your Church is already on Electronic Funds Transfer, it is NOT necessary to send in another form.)**

Provided for informational purposes: Included in premiums above.

2022 Premium for Parsonage(s): **\$0.00**

2022 Premium for Schools: **\$0.00**

**Note:** The Property and Liability Insurance Premium includes an additional \$25,000 in Flood Insurance Coverage and Umbrella Liability Insurance. Additionally, all Conference churches, camps and missions are afforded: \$1,000,000 of Directors & Officers Liability and Employment Practices Liability per church, camp and mission subject to a \$20,000,000 Conference policy aggregate limit excess of a \$2,500 retention

**To be used for your Local Church Report:**

Church Valuation: **\$5,436,000.00**

Church Contents Valuation: **\$948,300.00**

Parsonage(s):

Parsonage(s) Content Valuation:

If you have any questions, please contact George Ballard at [georgeb@riotexas.org](mailto:georgeb@riotexas.org) or by phone at 210-408-4529

**2021 Property and Liability Premiums**

**ASBURY UNITED METHODIST CHURCH**

Church Number: **2110**

Church Mutual Number: **829138**

2021 Premium for Property and Liability: **\$50,012.29**

2021 Premium for Workers' Compensation Insurance: **\$1,805.49**

2019 Salaries Reported: **\$314,400.84**

Listed below are the monthly premium payment options:

- Monthly Payment by EFT: **\$4,188.60**
- Monthly Payment by Check: **\$4,318.15**

**(If your Church is already on Electronic Funds Transfer, it is NOT necessary to send in another form.)**

Provided for informational purposes: Included in premiums above.

2021 Premium for Parsonage(s): **\$ .00**

2021 Premium for Schools: **\$953.44**

**Note:** The Property and Liability Insurance Premium includes an additional \$25,000 in Flood Insurance Coverage and Umbrella Liability Insurance. Additionally, all Conference churches, camps and missions are afforded: \$1,000,000 of Directors & Officers Liability and Employment Practices Liability per church, camp and mission subject to a \$20,000,000 Conference policy aggregate limit excess of a \$2,500 retention

**To be used for your Local Church Report:**

Church Valuation: **\$5,176,000.00**

Church Contents Valuation: **\$904,300.00**

Parsonage(s):

Parsonage(s) Content Valuation:

*GEORGE BALLARD*

If you have any questions, please contact Tina Whitaker at [twhitaker@riotexas.org](mailto:twhitaker@riotexas.org) or by phone at 210-408-4529.

# ASBURY UNITED METHODIST CHURCH

## Purchasing Policy

### Rationale

The Purchasing Policy serves the purpose of providing a means for funds to flow in and out of the church in a responsible manner with receipts and appropriate paperwork of how and why the funds were used.

### Principles

To help the church practice good stewardship, to act responsibly with allotted funds, to structure the flow of funds so that there is accurate records and accountability for the church as a whole, individual members, ministries, and committees these principles are offered as a foundation for purchasing items and services for the church and the ministries of the church.

- To provide a procedure and tool for committees to monitor their expenses and income.
- To provide proper paperwork so that accurate auditable records are kept.
- To keep the church functioning within the General budget.
- To allow for better communication between Finance Committee, other committees, individuals, and ministries.
- To provide an effective means of receiving reimbursements.

### Categories

- Purchasing Procedures for purchases on a Vendor Account
- Purchasing with the Church Credit Card
- Reimbursement for a purchase using Personal Checks, Credit/Debit Cards, or Cash.
- Conducting Bids for purchases \$1,000 or higher

### Policies

1. To Purchase on a Vendor Account the Church has in place  
(This includes “blanket” orders and vendor credit cards.)
  - a. Fill out a Request for Payment and Reimbursement Form at least one week in advance of purchase. The Request for Payment and Reimbursement Form is located online <identify website URL> and in the church office. There is also a copy of form at the end of this document.
  - b. Make sure that the requisition has the approval of the Committee/Ministry chairperson.
  - c. Email the Financial Administrator to check on available funds and to verify purchase. A Purchase Order number (P.O. #) will be issued.
  - d. Place your order AFTER receiving the P.O. # and approval.
  - e. Turn in the Request for Payment and Reimbursement Form and all purchase documents, such as packing slips, delivery receipts; register receipts, etc., to the Financial Administrator as soon as possible.
  - f. The invoices for this order will not be paid without the appropriate paperwork. The purchaser must make sure that all the appropriate paperwork is delivered in a timely manner. Attempts will be made by the Church Financial Administrator to contact the purchaser to make sure the appropriate paperwork is received.
2. To Purchase using the Church Credit Card
  - a. If not assigned a church credit card, arrange in advance to check out a church credit card from one of the authorized persons.

- b. Fill out a purchase Request for Payment and Reimbursement Form at least one week in advance of purchase, noting on the Request that the church credit card will be used. The Request for Payment and Reimbursement Form is located online <identify website URL> and in the church office. There is also a copy of form at the end of this document.
  - c. Make sure that the requisition has the approval of the Committee/Ministry Chairperson.
  - d. Email the Church Financial Administrator to check on available funds and to verify purchase. A Purchase Order number (P.O. #) will be issued.
  - e. Place your order after receiving the P.O. # and approval.
  - f. Turn in the Request for Payment and Reimbursement Form and all purchase documents, such as packing slips, delivery receipts, register receipts, etc., to the Financial Administrator as soon as possible.
  - g. Since this purchase was made with a credit card there will not be an invoice to pay, but the appropriate paperwork must be received by the Financial Administrator. The purchaser must make sure that all the appropriate paperwork is delivered in a timely manner. Attempts will be made by the Church Financial Administrator to the purchaser to make sure the appropriate paperwork is received.
3. To receive reimbursement from using Personal Checks, Credit/Debit Cards, or Cash
- a. Committee/Ministry Chairperson must approve item before it can be purchased.
  - b. The church is a Non-Profit organization and therefore does not have to pay taxes on purchases when the appropriate paperwork is done beforehand. The purchaser must get a tax exempt sheet from the office so that taxes will not be charged to the church. The church will email the certificate to the purchaser upon request.
  - c. Purchase the item and ensure no taxes are paid.
  - d. Fill out the Request for Payment and Reimbursement Form. Make sure to attach all purchase documents, such as packing slips, delivery receipts, register receipts, etc., and turn in the form to the Financial Administrator as soon as possible. The Request for Payment and Reimbursement Form is located online <identify website URL> and in the church office. There is also a copy of form at the end of this document.
  - e. When all the appropriate paperwork is received, the Financial Administrator will cut a reimbursement check for the item(s) purchased. Any expense related to taxes the church would otherwise not be responsible for will not be included in the reimbursement.
  - f. Again, please try to keep in mind that reimbursement purchases are usually going to cost the church more money because of the added taxes. So please use this method only when truly necessary. As communication and pre-planning of purchases increase in each department, there will be less need for last minute personal purchases.
4. Conducting A Bid: For purchases for \$1,000.00 or higher,
- a. There must be solicitation of bids from at least three vendors. The purchaser must show evidence of the three vendors bid and details of the service or product. Award decisions should be made to the vendor representing the best overall value to Asbury.
  - b. Sole source - If there is no ability to solicit multiple bids, the committee or ministry must demonstrate that the purchase from a particular vendor is sufficiently justified as a sole source. Sole source means that a single vendor is uniquely qualified to meet the committee/ministry's objective. To be considered a sole source and therefore exempt from the bid process, one of the following conditions must be met:
    - i. The actual product or service needed is the only one that will meet the committee/ministry's objective and it can only be purchased from one source (manufacturer or distributor).
    - ii. The product or service must match or be compatible with current equipment or services.

- iii. The product needed is specifically required for use in conjunction with a current contract or service.
  - iv. An unusual or compelling urgency exists.
- c. If the need meets one of the above criteria, the committee or ministry can negotiate with the vendor directly.
- d. After conducting a bid or justifying there is no ability to solicit multiple bids, the purchaser must follow one of the purchasing procedures listed above in 1-6 for purchases on a Vendor Account, the Church Credit Card, Department Debit Card, accounts with Sam's Card, Kroger Card, and Food City Card, Cash, or Personal Checks/Credit/Debit Cards.

ASBURY UNITED METHODIST CHURCH  
Request for Payment or Reimbursement Form

Please fill-in this form if one of the following applies:

**A.** You order or purchase an item and it is billed to Trinity United Methodist Church. Attach the receipt(s) or order acknowledgement to the form and check **PAYMENT**.

**B.** You paid for an item and request reimbursement. You must attach a receipt to the form and check **REIMBURSEMENT**.

**C.** You need an advance check to pay for an item to be purchased. Check **ADVANCE** and after the purchase turn-in a receipt to be attached to the form.

- Purchase Order # \_\_\_\_\_ (This number is given by Church Treasurer)
- Request (Please check one):

PAYMENT                       REIMBURSEMENT                       ADVANCE

- How did or will you pay for item(s) (Please check one):

Asbury Check                       Asbury Credit Card                       Personal Check  
 Cash                       Personal Credit/Debit                        
 Other - If checked other, please explain \_\_\_\_\_  
\_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Where purchased: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_

- Approval of Committee/Ministry Chairperson: \_\_\_\_\_
- Name (Please Print): \_\_\_\_\_
- Signature: \_\_\_\_\_