

Guidelines for budget management

1. Committee chairs must approve all expenditures for their respective budget line responsibility.
2. Committee chairs should keep track of their expenditures. Encourage people to turn in their receipts promptly to better track the expenditures.
3. The budget year begins July 1 with the approved budget amounts. No carryovers apply.
4. All vouchers should be submitted with the following:
 - a. receipt
 - b. description of expense
 - c. budget line to which it is to be charged
 - d. name of person to be reimbursed
 - e. address to where it should be sent. If no address is provided, it will be placed in the committee box at church.
 - f. approval signature from the committee chair for the budget line
5. Fundraising ideas that might benefit your committee should be channeled through the Stewardship Committee.