

Proposed Changes
to the
FBCH Keystone Financial Policies
December 15, 2024 Business Meeting

5.0 RECEIPTS

5.14. Non-Cash Personal Property Donation Receipt Process

Any personal property gift to the Church of significant value for which an official Donation Acknowledgment is expected in return must receive prior approval from the Stewardship Committee before the item or items can be officially accepted by the Church.

Upon approval by the Stewardship Committee, a Church Official (Senior Pastor, Treasurer or Assistant Treasurers) may issue the approved standard acknowledgement and acceptance letter.

6.0 REIMBURSEMENTS

6.8 Accounting Reimbursement Plan

The church hereby establishes an accountable reimbursement plan for all ministers and employees, with the following terms and conditions intended to comply with all applicable tax rules. Any expense reimbursement that would result in such being considered taxable to the minister or employee and required to be listed on their annual W-2 will not be allowed. **The same reimbursement plan and guidelines shall apply to all non-paid church positions and volunteers, as well.**

The church will reimburse only reasonable, legitimate, and ordinary ministry-related business expenses incurred by an **individual minister or employee** that are directly related to the purposes and goals of the church and are necessary to fulfill those goals.

Subject to budget limitations, reimbursable expenses may include the following:

- Business/ministry use of personal automobile, up to the current IRS standard mileage rate-
- Required *overnight* ministry travel away from home, including transportation, lodging, and meals.
- Convention, conference, and workshop expenses
- Continuing education expenses
- Subscriptions, books, and software, if related to ministry or employment

- Entertainment/hospitality expenses, if business/ministry connection requirement is met (i.e. business/ministry meals with church staff, meals with special church guest or speaker)

The **individual claiming reimbursement minister or employee** must account for each allowable expense in writing no later than sixty (60) days after the transaction. Such documentation will include the amount, date, place, and business/ministry purpose of the expense. Where the expense involves an entertainment or hospitality element for others, the business/ministry relationship shall also be listed and names of those associated with the expenses. In all cases a receipt or other documentary evidence must accompany the documentation.

Spouse travel expenses where the spouse accompanies the pastor or employee are only allowed when the spouse is required to be present for a business/ministry purpose (e.g., as an elected church delegate or having an official role in an event as a representative of the church).

Cash advances will not be allowed.

The same guidelines for reimbursable expenses will also apply to church credit card charges.

All items or commodities acquired via this accountable reimbursement plan shall be the property of the church. Services or items that are considered significant in cost and/or unusual in nature should be acquired through the regular church procurement process.

Under this accountable arrangement the church will not report legitimate reimbursed amounts as taxable income on the minister's or employee's Form W-2. The minister or employee should not report reimbursed amounts as income on his or her federal income tax return.

8.0 INFORMATION TECHNOLOGY

8.4 Security

The Network Administrator will set the standards for security on each individual workstation and will develop the procedures for maintaining all programs. Only authorized programs **and files** will be downloaded onto FBC Computers.

11.0 CHURCH PERSONAL PROPERTY

11.3 Oversight

The Stewardship Committee shall be responsible for the acquisition, management and disposal of church personal property. **Any disposal of furniture, fixtures or equipment deemed surplus, obsolete or broken must be coordinated with the Stewardship Committee.**

12.0 PROCUREMENT

12.2 Procurement Levels

Based on the projected price levels, acquisition of general goods or services shall be subject to the following procurement quote or bid levels –

- A. Regular recurring day-to-day operational expense, costing less than \$7,500 and the cost is within the respective area's budget – No quotes or bids required.
- B. Unique or special one-time acquisition expense, costing less than \$7,500 but not within the respective area's budget -- No quotes or bids required but must be approved by the Stewardship Committee for additional or special funding.
- C. Unique or special one-time acquisition expense, costing \$7,500 or more but less than \$25,000 and not within the respective area's budget – Three (3) written quote bids are required and must be approved by the Stewardship Committee for additional or special funding.
- D. All unique or special one-time acquisition expense costing \$25,000 or more and not within the respective area's budget – A written set of minimum standard good or service specifications must be developed. From these written specifications at least three (3) written quote bid responses are required and must be approved by the Stewardship Committee for additional or special funding.
- E. Any recommendation for a bid that is not low bid must be supported by written justification as the reason (quality, timing, existing like brands, service availability, projected life, etc.).
- F. A documented "no-bid" from a valid and likely provider of the particular good or service will qualify as one of the required bids.