

RVCC Ministry Funding

Most ministries at RVCC require at least some level of financial support. Generally, each ministry is assigned a "budget" by the finance committee. Each ministry budget appears as a line item on the church budget.

In order to properly set this budget and to accurately predict financial needs for each ministry from year to year, RVCC has developed financial policies and procedures that must be followed.

- ❖ Each ministry director or leader will present an itemized, detailed, budget proposal to the finance committee at least 60 days prior to the beginning of the church fiscal year. In addition to financial needs, this proposal will include a calendar that reflects all of the events that will require substantial expenditures (greater than \$50). After review and evaluation of the proposal, the finance committee will determine an amount to be included in the general church budget allocated to that particular ministry. Please note that all budgeted amounts that appear on the general church budget are estimates dependent on the needs of the ministry and the availability of funds donated through tithes, gifts, and offerings.
- ❖ Since nearly all ministry financial needs are predictable, the ministry director will notify the treasurer in writing 45 to 60 days prior to the need of any funds exceeding \$50.
- ❖ The ministry director must personally approve any monies debited against the ministry budget before expenditures are made. The treasurer will not advance funds or reimbursement for purchases to any lay minister without written approval of the ministry director. Sales receipts will be supplied to the treasurer with the request for reimbursement or, in the case of extended funds, within a week following the event. The RVCC Funds Form is the *required* instrument for making these requests for funds or reimbursements.
- ❖ Any lay minister who wishes to make a purchase for a ministry need and grant it as a donation to the church, is asked to please submit the receipt to the treasurer indicating that they do not want to be reimbursed. This allows RVCC to track actual costs for ministries and to ensure that the giver is credited for the gift for tax purposes.