

Giving Notes

Spending Church Money

At Trinity Hills Baptist Church expenditures must be approved before they are made. All church financial resources are under the management of the five Ministries (Discipleship, Evangelism, Membership, Missions, & Worship) and three Committees (Personnel, Stewardship, & Facilities). All spending must be approved by the relevant Ministry or Committee before it is done.

It usually takes a week to get approval to spend church money. This process is not intended to be fast and easy because it is church money. Its use should be very deliberate.

The first step is preparing a “***Request for Procurement.***” This is a form that can be attained in the church office. When completed it must be turned in to the church Business Administrator. He then verifies the money is available and asks the responsible Ministry or Committee for their approval. Then, if approved, the request is given to the financial secretary to prepare payment. The business administrator will contact the person making the request informing them it has been approved or not.

Either the requester uses their money for the purchase and requests a reimbursement from the church or they request the church prepare a check for the purchase.

After the purchase is completed the receipt must be turned in to the financial secretary.