

Sample Church will build and maintain an operating reserve to assist in maintaining financial stability. The target for the operating reserve will be two months of general operating expenses.

Sample Church will allow designated gifts from the congregation for specific Board approved purposes (i.e. building fund, benevolence fund).

The Stewardship Board may designate surplus general fund income of Sample Church for specific purposes, upon recommendation by the Executive Pastor.

#### **11.20 Procedures**

During the annual budget preparation, upon recommendation by the Executive Pastor, the Board will review the operating reserve and set a target for funds to be set aside that year, if necessary. The Executive Pastor will be responsible to maintain the operating reserve.

Designated gifts will be received from the congregation and recorded in QuickBooks in separate funds from the general fund. Disbursements from these funds will be in alignment with the intent of the designated fund, unless an urgent financial need precludes that, and recorded in QuickBooks under the correct designated fund.

### **12.00 INTERNAL CONTROLS**

#### **12.10 Policies**

The review of internal controls is one of the most important procedures the Board has for fulfilling its fiduciary responsibilities to Sample Church.

The Executive Pastor and Board Treasurer in consultation with the Bookkeeper establish internal controls pertaining to the accounting records.

The annual assessment of the financial records should include a review of current internal controls in place.

#### **12.20 Procedures**

Whenever there is a change in administrative personnel or a change in the operating structure of Sample Church, the Treasurer and Executive Pastor will meet to determine that the internal control system continues to meet the needs of Sample Church. If appropriate, the changes will be reflected in this accounting procedures manual.

There should be segregation of duties within the accounting cycle. The Bookkeeper who is responsible for cash disbursements should not be involved with cash received, signing checks, transferring money or establishing cash accounts or investments.

### **13.00 BUDGETING**

#### **13.10 Policies**

Sample Church membership is responsible for approving the annual budget.

# Sample Church Procedures Manual

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The Top Books of the Year Sample Church Procedures Manual The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have captivated audiences this year. Sample Church Procedures Manual : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Sample Church Procedures Manual : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and gripping novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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