

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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Sample Church Procedures Manual:

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Table of Contents Sample Church Procedures Manual

1. Understanding the eBook Sample Church Procedures Manual
 - The Rise of Digital Reading Sample Church Procedures Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Church Procedures Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Church Procedures Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Church Procedures Manual
 - Personalized Recommendations
 - Sample Church Procedures Manual User Reviews and Ratings
 - Sample Church Procedures Manual and Bestseller Lists
5. Accessing Sample Church Procedures Manual Free and Paid eBooks
 - Sample Church Procedures Manual Public Domain eBooks
 - Sample Church Procedures Manual eBook Subscription Services
 - Sample Church Procedures Manual Budget-Friendly Options
6. Navigating Sample Church Procedures Manual eBook Formats

- ePub, PDF, MOBI, and More
- Sample Church Procedures Manual Compatibility with Devices
- Sample Church Procedures Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Church Procedures Manual
 - Highlighting and Note-Taking Sample Church Procedures Manual
 - Interactive Elements Sample Church Procedures Manual
- 8. Staying Engaged with Sample Church Procedures Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Church Procedures Manual
- 9. Balancing eBooks and Physical Books Sample Church Procedures Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Church Procedures Manual
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Church Procedures Manual
 - Setting Reading Goals Sample Church Procedures Manual
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Church Procedures Manual
 - Fact-Checking eBook Content of Sample Church Procedures Manual
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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