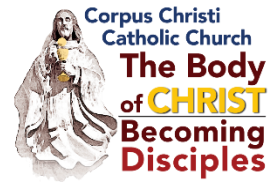


# Expenses & Reimbursements



## Policy:

This policy, approved by the Corpus Christi Catholic Church Finance Council on Friday, September 30, 2022, is intended to improve internal controls. Staff and volunteers must seek pre-approval for any expenditures over certain, predetermined amounts. This is a "best practices" internal control that many businesses use and to have proper controls to be good stewards of our parish money.

The policy limits are as follows:

- \$50+ individual purchase (requires pre-approval by Parish Manager)
- \$200+ individual purchase (requires pre-approval by Pastor)
- \$200 **aggregate** purchase (requires pre-approval by Parish Manager)
- \$500 **aggregate** purchase (requires pre-approval by Pastor)

An "aggregate purchase" means a group of purchases for a specific thing/event. So, for example, even if all the individual purchases are under the \$50 threshold, if the combined purchases total more than \$200, you should still seek pre-approval from the Parish Manager.

Approval does not need to be formal but should have a paper or electronic trail.

Examples to help clarify:

Staff member/ministry leader plans to purchase:

- An individual item that costs \$51. Staff member/ministry leader emails Parish Manager asking if it is okay to purchase. Parish Manager replies yes or no.
- An individual item that costs \$300. Staff member/ministry leader emails Parish Manager asking for approval. Parish Manager emails Pastor. Pastor says yes or no and communicates to Parish Manager and then to staff member/ministry leader.
- Supplies for an event and anticipate spending a total of \$400 at various stores. Even if each individual purchase would be less than \$50, staff member/ministry leader should email Parish Manager for approval.
- Supplies for a big event and the total spending is to cost \$500 or more. A request should be sent to the Parish Manager, who will send to the Pastor for approval.

As much detail as possible as far as estimated costs is helpful to provide Parish Manager and Pastor with information to make an informed decision.

**Just remember \$50 and \$200.** If you are purchasing something greater than \$50 or an aggregate over \$200, then just email [Steve.Mandarino@corpuschristiphx.org](mailto:Steve.Mandarino@corpuschristiphx.org). If it is over the other amounts, it will be on Steve to seek approval from Fr. Rey.

## **Purpose:**

To request reimbursement for expenses incurred for a ministry meeting or event.

## **Who should use the Check Request Form?**

Any ministry leader, ministry member, or staff member who purchased items related to a ministry meeting or event with their own money and needs to be reimbursed. Please ensure the preapproval procedures are followed.

## **How to complete the form:**

1. Click the link to open the PDF form:
  - a. Print the form and complete it by hand - please write legibly!
  - b. Forms may also be picked up in the Parish Office.
2. Complete the fields on the form as noted:
  - a. If your ministry has a budget, be aware of your available funds.
  - b. If your ministry does not have a budget, please request approval for any expenses.
  - c. It is best to complete one form per activity:
    - i. For instance, if you had a meeting on March 4 for which you purchased donuts and coffee and then an event on March 20, for which you purchased decorations, food, and other items, complete one form for March 4 and one for all items related to the March 20 event.
    - ii. It is most helpful for Parish financial processes to turn in your expenses within the month they were incurred.
  - d. If you do not know the Account Number, please leave the field blank.
3. Attach all receipts with item descriptions.
4. Do NOT purchase personal items along with reimbursable items. The entire receipt must be applicable to the event for which you are seeking reimbursement.
5. **Questions?** For any questions, concerns, or clarifications, please contact the Parish Manager Steve Mandarino.