

FUSM FINANCIAL MANAGEMENT INCOME POLICIES AND PROCESSES

In keeping with Board of Trustees Policy 4.6, which outlines the duty of the Senior Minister to protect all of the Church's assets, the following financial management policies are in place as well as the best practices to adhere to those policies.

POLICY

FUSM staff and volunteers shall follow income handling financial controls through separation of duties and cross-checking of transactions as is reasonably applicable given staff size and volunteer availability:

PROCESSES

Key Persons and roles are identified and are intended as part of internal controls

- The office Safe shall be locked at all times, with only the Director of Administrator having access to the key and the Associate Minister having access in the event of emergency or extended leave
- Two unrelated persons shall handle the Sunday collection plate proceeds together
- Director of Administration and one other person shall count cash together
- Copies of Bank Deposit Summaries and backup documentation shall be maintained
- The Office Manager shall post check and credit card contributions to the appropriate accounts utilizing the church management software
- Reconciliation processes shall be in place for all bank deposits and contributions
- The Church shall employ an outside independent accountant to ensure accuracy and to produce financial statements

All employees shall undergo background checks by a company recommended by our insurance company before employment is finalized. Volunteers handling funds shall undergo the same background checks.

TOOLS USED:

Deposit Summary – the form used to list cash, checks or electronic income for a particular deposit and the account number they should each be posted to

Realm- the church management software where we track and manage pledges and contributions

Realm database gift list- documents the individual contributions in a deposit with appropriate database fund codes, gets attached to Deposit Summary

Vanco- Realm's third party-partner used to process credit card payments and ACH

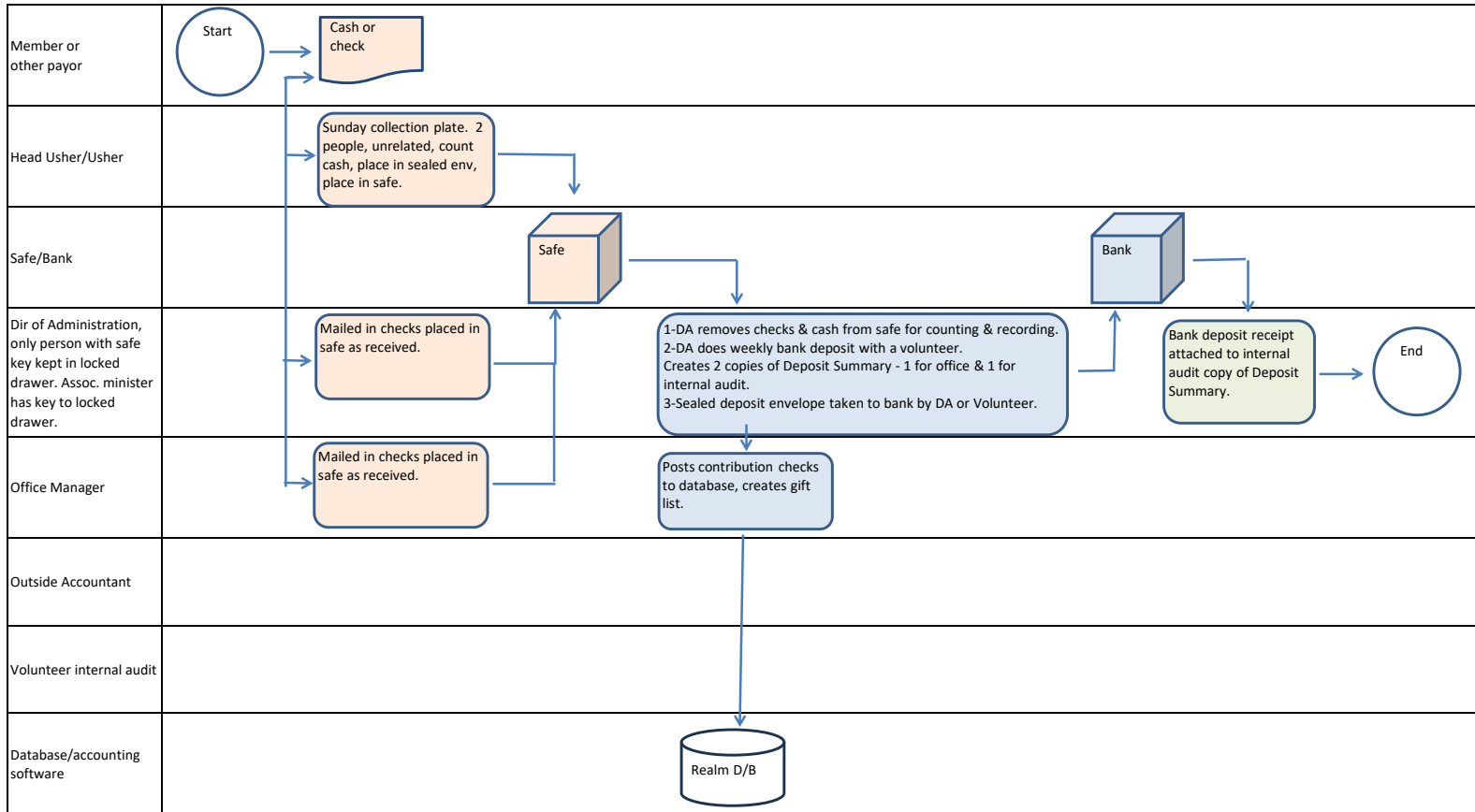
Miscellaneous check register-documents non-contribution income (ex: apartment income, gallery art income) in the deposit and is attached to the Deposit Summary

Sage – outside accountant's accounting software

FUSM Financial Management-Income

Physical cash or check revenue cycle

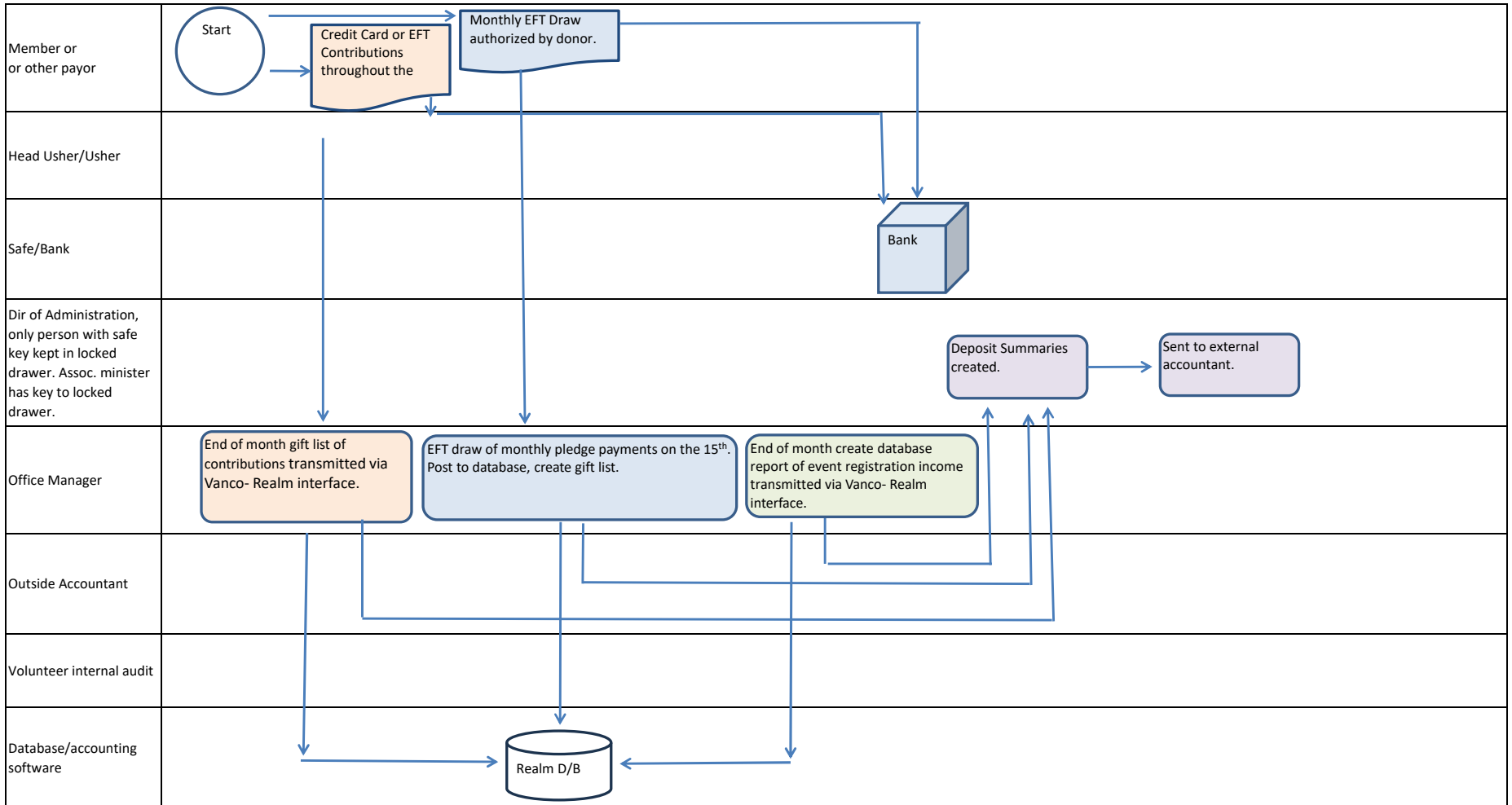
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FUSM Financial Management-Income

Electronic Revenue Cycle

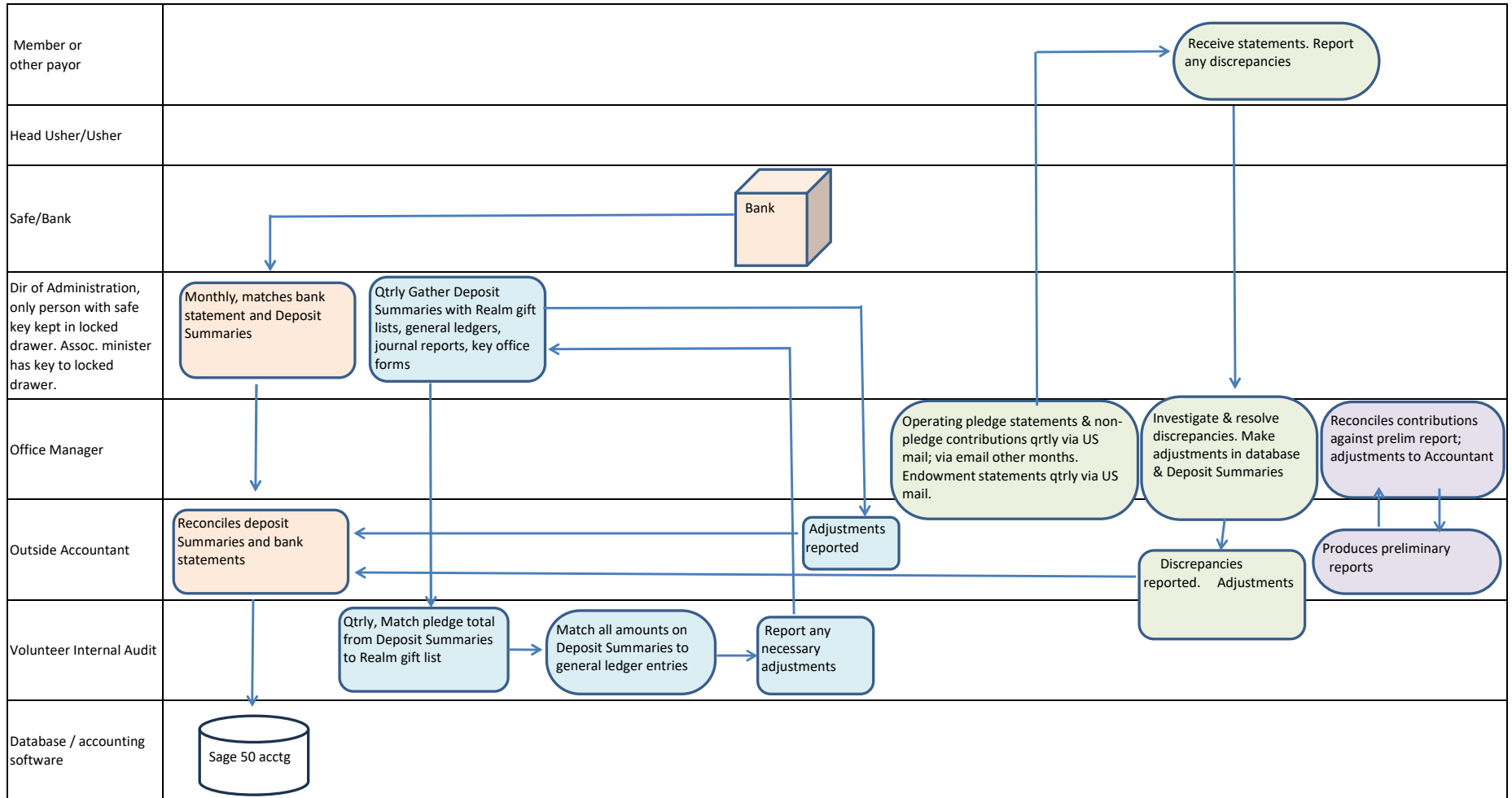
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FUSM Financial Management-Income

Revenue Review & Reconciliation

v 01/19/24



FUSM FINANCIAL MANAGEMENT EXPENSE POLICIES AND PROCESSES

In keeping with Board of Trustees (BOT) Policy 4.6, which outlines the duty of the Senior Minister to protect all of the Church's assets, the following financial management policies are in place as well as the best practices to adhere to those policies.

POLICY

FUSM staff and volunteers shall follow expense handling financial controls through separation of duties, approvals, cross-checking of transactions, reconciliations including any followup investigation as is reasonably applicable given staff size and volunteer availability.

PROCESSES

Key Persons, roles and approval/decision authority are identified and are intended as part of internal controls. The Church employs an outside independent CPA to process payroll and to produce financial statements.

All employees shall undergo background checks by a company recommended by our insurance company before employment is finalized. Volunteers directly involved with church finances shall undergo the same background checks.

KEY AUTHORITIES

Banking Authority-The Treasurer is authorized as the Administrative Master to access the Church's online banking. The Senior Minister is the staff back-up to the Treasurer.

Check Signing Authority-The Treasurer has the authority to sign checks. The Assistant to the Treasurer may sign checks in the Treasurer's absence.

Expense Controls/Approval- A standard pre-approved vendor list is used whenever possible as a control and to enhance efficiency of processing invoices. Other invoices are approved by the staff lead who manages the particular budgeted expense. If that staff lead has a personal or professional relationship with a vendor, they must disclose that relationship and obtain approval from their supervisor.

The BOT approves salaries and wages. Timesheets for hourly employees are approved by their supervisor.

Professional expense reimbursement is approved by the staff's supervisor. In the case of the senior minister, the Associate Minister approves their professional expenses to expedite the requests. The BOT President reviews these expenses.

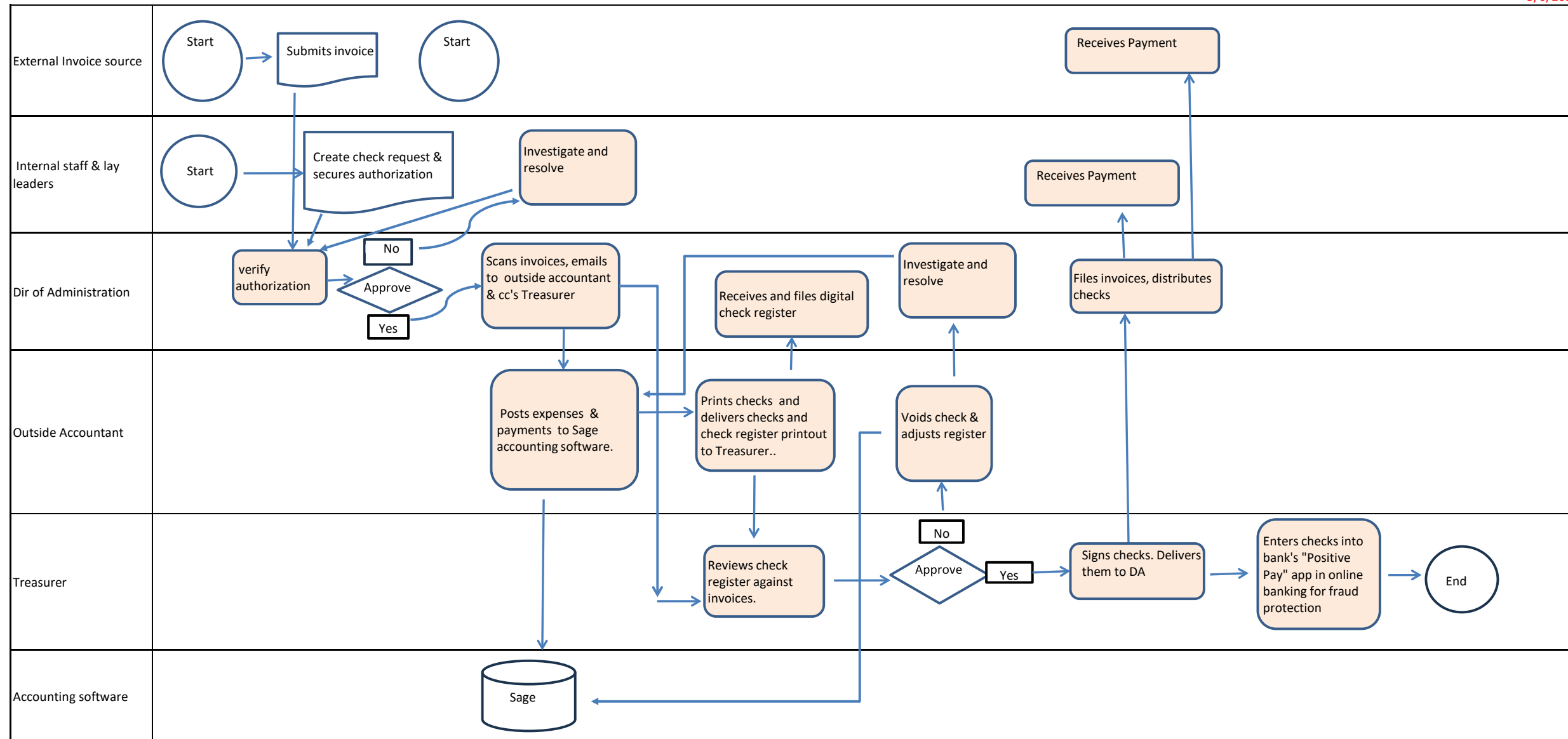
All expenditure advance or expense reimbursement must be accompanied by receipts and/or backup documentation. The Staff lead must authorize the payment.

Automated bank fraud detection includes Positive Pay service which matches issued check data with the check presented for payment and ACH Filter control for electronic payments that screens for fraud of unauthorized payments.

FUSM Financial Mgmt Expense Cycle

Accounts Payable - Cut Checks Every two weeks

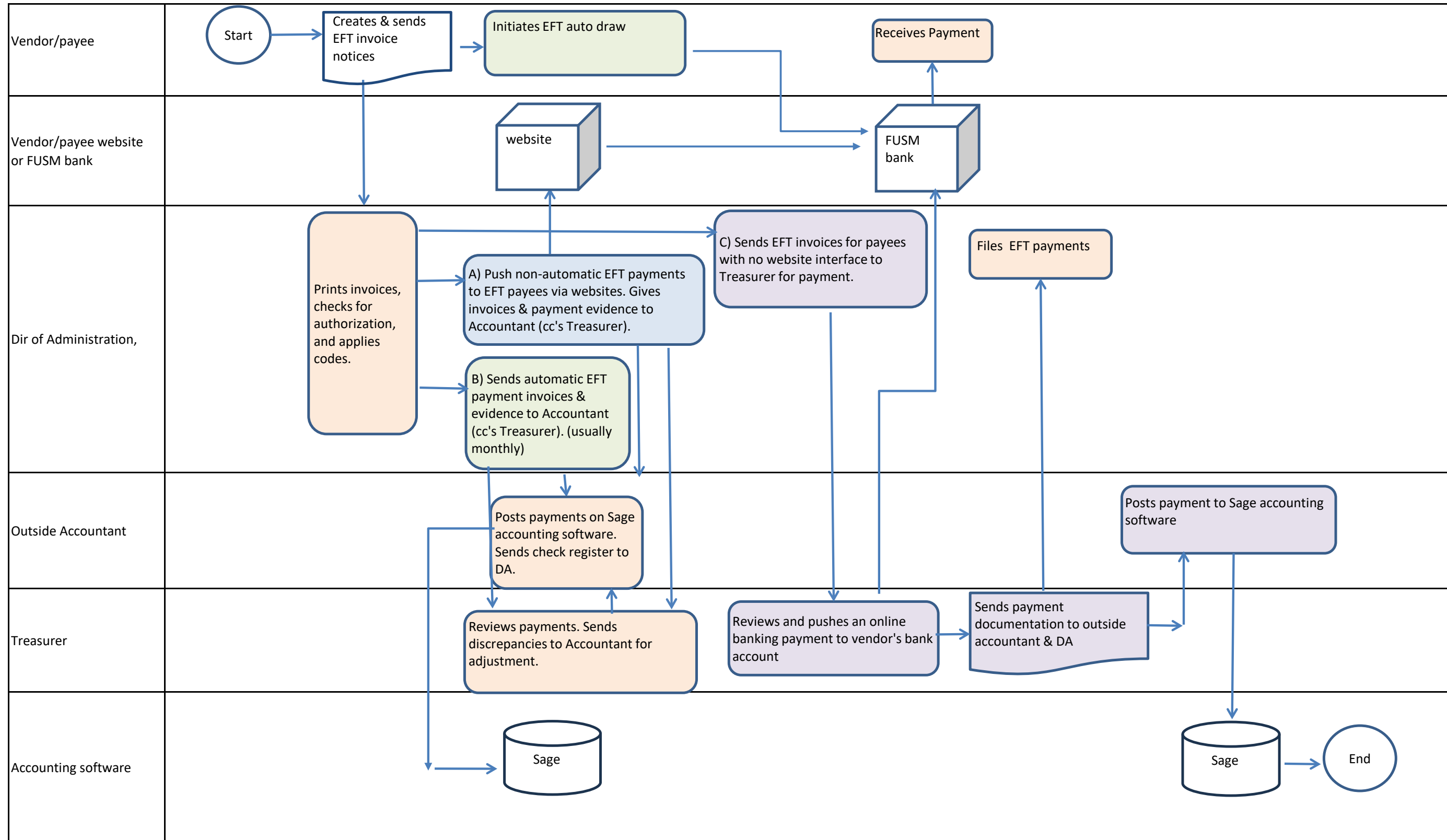
5/6/2024



FUSM Financial Management Expense Cycle

Accounts Payable - EFT -Every two weeks

5/6/2024



FUSM Financial Management Expense Cycle

Payroll - Every two weeks

5/6/2024

