



Zion Lutheran Church  
Budget/Finance Committee  
Policy Statement

The following policies shall become effective December 15, 2002 and shall remain in effect until amended by committee and Congregation Council action.

1. All policies related to payments from the General Fund shall be printed on the back of vouchers used to request payment.
2. All vouchers requesting payment for expenses shall be signed, approved and submitted to the treasurer within 90 days from date of purchase. However, bills for expenses at the end of the year (October through December bills) must be submitted by January 5 in order to be paid out of the correct calendar year budget. Every effort shall be made to submit bills in the appropriate calendar year.
3. Vouchers may not be submitted for expenses under \$10.00. However, vouchers for expenses may be accumulated for up to 90 days, or receipts may be submitted instead to the Financial Secretary as a donation in-kind.
4. Committees and individuals responsible for specific budget sections are expected to operate within the annually approved budget. Exceptions to this shall be previously approved by the Congregation Council or negotiated between committees.
5. Pacific Lutheran University Matching Scholarships (PLUM Scholarships) shall be awarded to students attending PLU full time and whose families use offering envelopes during the 9 months prior to the September award and who are confirmed, active members of Zion Lutheran Church. These awards shall be at a maximum of \$500 per student per year for no more than four years.