

## **Minister's Discretionary Fund**

The purpose of this policy is to establish a Ministers' Discretionary Fund and to set out policies regarding sources of funding, uses of the fund, accounting, and reporting.

A Minister's Discretionary Fund is to be established for purposes of supporting the ministry of the congregation; for example, to provide relief funds for members and non-members in need of emergency assistance, to provide for special recognition for services to the congregation, and to provide funds for other pastoral or ministerial needs that may lie outside the congregation's budget.

The fund shall be kept in a separate checking account, which the minister(s) will have the authority and responsibility to manage, including signature authority on the account.

Funds may be generated by designated donations, special fundraising, designated fundraising activities, special collections, or from the operating fund.

Funds may be spent for any legal purpose at the discretion of the minister(s) provided that the expenditure is allowable under IRS regulations governing operations of a 501(c)3 non-profit organization. None of the funds shall be used as compensation for staff of the congregation.

The ministers shall report donations and their sources to the Treasurer for purposes of appropriate tax accounting. Bank statements and canceled checks shall be addressed to the minister(s) who will be responsible for reconciling the account.

The total income, total expenses, and balance of the fund shall be reported to the Treasurer on a quarterly basis along with a general description of use of the funds expended. At no time will the ministers be required to report the names of recipients of the funds or their specific use.