



FIRST PRESBYTERIAN CHURCH OF CHAMPAIGN

Coversheet for Requests for Funds not in the Approved Operating Budget

Formal requests for funds not in the approved operating budget should be made to the Finance Committee which will forward its recommendations to Session. Information on policies related to such requests is on the next page. Please provide the following information:

Date: _____ Title of Request: _____

Individual(s) or Program Making the Request: _____

Total amount requested for _____ (year) is: \$_____

Estimated non-recurring costs are: \$_____

Estimated annual recurring costs are: \$_____

- If all costs are non-recurring, please attach a brief explanation of what the funds are requested for and the need for the requested items.
- If the request includes costs that will be recurring, then please attach a brief explanation describing what the funds are requested for, the need for the requested items, goals of the initiative or program; and expected outcomes, including the impact on the growth of the church.

Please do not write below the line — for church use.

Finance Committee

Date: _____

Source of funds to support the request: _____

Recommendation: ___ Approval ___ Disapproval

Session

Date: _____

___ Approved ___ Disapproved

Second year review (September of Second Year)

Date: _____

N/A request for recurring funds of less than 1% of the operating budget

Committee members: _____

Recommendation to continue initiative/program: ___ Approval ___ Disapproval ___ Approval with Modifications

Session action on Committee recommendation: ___ Accept ___ Reject Date: _____

Fifth year review (September of Fifth Year)

Date: _____

N/A request for recurring funds of less than 1% of the operating budget

Committee members: _____

Recommendation to continue initiative/program: ___ Approval ___ Disapproval ___ Approval with Modifications

Session action on Committee recommendation: ___ Accept ___ Reject Date: _____

ENDOWMENT AND STRATEGIC RESERVE POLICIES.

POLICIES FOR SPENDING EARNINGS

The Finance Committee and Session may allocate up to 3.5% of the funds in the General Principle Endowment plus the Session Designated Fund on September 30 for church needs in the next year. In addition, funds from 106 funds that do not have a specified purpose may be allocated for church needs.

- A. For non-recurring expenses, these funds may be allocated with the approval of Session on the advice of the Finance Committee.
- B. The funds may also be used for new initiatives that will incur recurring expenses and, therefore, increase the annual operating budget. Requests to the Finance Committee for such new initiatives that are anticipated to eventually increase the annual operating budget by 1% or more should include: demonstration of need; goals of the initiative, expected outcomes, including the impact on the growth of the church; and eventual additional annual operating costs. The progress of the new initiative will be reviewed at the end of the second and fifth years as described below. For requests that are anticipated to increase the annual operating budget by less than 1%, similar information should be provided with the request, but there will not be a formal review at the end of the second and fifth years. The Finance Committee will forward the request to Session with its recommendation. Such new initiatives may be supported by these endowment and reserve funds up to 100% for the first year, but only up to 50% for the second year and 0% for the third year. For requests exceeding 1% of the annual operating budget, in September of the second year, a congregation committee comprised of members independent of the initiative will be appointed by Session to determine if the initiative has the potential to reach its goals and if transfer of its expenses to the operating budget is warranted. A second similar review will be undertaken after five years to determine if the initiative has realized its goals and whether it should be continued, modified, or terminated.