**Stone Church Voucher and Check Signature Policy**

Meeting church payment obligations depends on regular and prompt authorization of vouchers and signing of checks.

*Vouchers:*

All non-salary expenditures require an authorized voucher prior to cutting a check or making an online purchase. Generally, as authorization to pay the expense, the voucher will be signed by the designated team or project chair\*. Receipts/Invoices for the expense should accompany the voucher.

Special circumstances may alter this flow:

* In the case that the check is to be made payable to the authorized signatory, another member of the church leadership may authorize the voucher.
* In the event of an immediate need where the appropriate signatory is not available to authorize the voucher, another member of the church leadership may sign in their place. Notification should be made to the appropriate signatory that this has occurred.
* There are many recurring expenditures, such as utilities and fixed advertising costs, that should be authorized annually and kept on file in the office. When the bill is received and paid each month the administrative assistant will attach an annual voucher to accompany the payment. This allows for prompt payment of these recurring invoices.
* Authorizations may be submitted through email or other online voucher submission systems approved of by the Finance Team. Electronic submissions will accompany the check and invoice in place of the voucher.

\* As funds and chairs change over time, specific guidelines for fund responsibilities will be maintained in a separate document.

*Check Signatures:*

Two signatures are required for each check from Stone Church. Check signers are designated annually and are the only persons authorized to sign checks for payments from the church. Signers will include the Leadership Team Chair, the Moderator, the Clerk, the Treasurer, the chair of the Finance Team, and two members of the Finance Team. It is the treasurer’s responsibility to update this list with the bank annually as positions within the church change.

Before signing any check, the signatory should ensure that:

* The voucher is authorized and complete
* Receipts/Invoices are attached and the expense is a valid church expense
* They are not the authorizers of the voucher or the recipients of the payment

Check signatories should regularly stop into the church office to see if there are checks to be signed.

Stone Church Voucher Signature Policy Adopted 10/20/2011 by the Finance Team

Amended 10/17/2017 by the Finance Team