

United Methodist Church of Chugiak
PO Box 670909, Chugiak, AK 99567

Purpose: Establish the change control policy.

Background: The audit revealed that the Treasurer wrote checks to cash for change to have the necessary funds available before church events. These checks were written to the Treasurer and while this is not wrong, it is better for the Treasurer to write checks to a non-related individual for this purpose.

Roles and Responsibilities:

1. A check for change needed for church activities shall be made out to the committee chair or the leader of the activity. The request shall use the attached Change Control Form.
2. Before the change is used, another person shall verify the amount is the same as the check.
3. After the event, the counting form will be filled-out and signed, noting the amount to be reimbursed for change required.

Routing

1. Finance Committee
2. Administrative Council