



The Episcopal Church of the Epiphany

GENERAL EXPENSE REIMBURSEMENT POLICY

Policy approved by action of the Vestry of The Church of the Epiphany on July 20, 2009, and amended on January 11, 2010.

1. All non-employee expense recipients who are not parishioners are required to have a Federal ID or Social Security # on file prior to payment. This is a government regulation, and cannot be circumvented. No payments of this type will be made without this information.
2. Parishioners who are being paid for services, e.g. musicians, janitorial services, clergy service, must also have a Social Security # on file. No payments of this type will be made without this information.
3. All employee (clergy and staff) expenses must be submitted (with proper receipts) and approved on a timely basis (within 30 days) for reimbursement. All employee expenses should utilize the Church of the Epiphany Employee Expense Reimbursement Form. Employee expenses are approved by the Rector.
4. Parishioner expenses should be submitted within 45 days. Documentation (receipts) and approval by the appropriate vestry member is required. Expenses anticipated to be over \$250 should be approved by the appropriate vestry liaison in advance. Approval by email is satisfactory, but a hard-copy of the email should accompany the expense form. All parishioner expenses shall utilize the Church of the Epiphany Parishioner Expense Reimbursement Form.
5. Any individual expense or recurring expenses that will be (parishioner or employee or outside vendor) in excess of \$500 must be approved in advance by the Rector. If the Rector is unavailable, approval by either the Senior or Junior Warden is acceptable. Approval by email is satisfactory, but a hard-copy of the email should accompany the expense form.
6. Any individual expense or recurring expenses that will be (parishioner or employee or outside vendor) in excess of \$1000 must be approved in advance by the Rector and the Senior or Junior Warden. A recurring expense needs to be approved only once. Approval by email is satisfactory, but a hard-copy of the email should accompany the expense form.
7. Any individual expense or recurring expenses that will be (parishioner or employee or outside vendor) in excess of \$2500 must be approved IN ADVANCE by the Vestry. A recurring expense needs to be approved only once. Approval by email is satisfactory, but a hard-copy of the email should accompany the expense form.
8. Expenses being charged to a Restricted or Designated Account ("Cookie Jar"), must have the Rector's and the Treasurer's approval and verification of availability of funds prior to commitment of the expenditure.

9. Any Ministry Account that has exceeded its annual budget (as determined by the monthly financial statement reviewed by Vestry) must have the responsible Vestry Member AND Rector's approval PRIOR to committing for ANY additional expenditure. The Vestry must be notified at the next regular Vestry meeting with a recommendation on source of funds to cover the over-budget account.
10. Recognizing the need to address emergency situations relating to the building and grounds, if an emergency arises that exceeds \$2500, the expense may be incurred upon approval by the Rector and one of the Wardens. The Vestry shall be notified of the emergency expense at the earliest opportunity by email with an indication of the budget account that will be debited.
11. Certain recurring or annual expenses are considered to be pre-approved as a consequence of the Vestry approving the annual budget. These expenses are as follows:
 - a) Mortgage payments
 - b) Utility payments
 - c) Diocesan contribution
 - d) Payroll and benefits
 - e) Equipment leases
 - f) Service contracts
 - g) Outreach expenses that have been approved by the Outreach Committee and Vestry liaison at the beginning
 - h) Normally required supplies such as cleaning supplies, building supplies (e.g. light bulbs, supplies for minor repairs), office supplies, and supplies for the grounds so long as the associated budgets remain within budget. If the budget for these areas go over-budget, then #9 of this policy will apply.
12. Employees using the Epiphany Visa card shall provide annotated receipts to the Treasurer by the end of each month. Annotation shall include the purpose of the charge and account that should be debited for the expense. Each employee shall review and approve the monthly Visa statement.



The Episcopal Church of the Epiphany

COMMITTEES & VESTRY FINANCIAL ACCOUNTABILITY

GROUPS W/LEADERS	COORDINATOR	VESTRY FINANCIAL ACCOUNTABILITY	VESTRY PERSON, 2012
Acolytes	Tom Democko	Music & Liturgy	George Councill
Adult Education	Ann Temkin	Christian Education	Lydia Ogden & Shelle Bryant
Altar Guild	Kathleen Rinehart Annie Strahan	Music & Liturgy	George Councill
Art Gallery	Liefy Smith	Parish Life	Liz Romo-Rasha
Baptismal Banners	Vicki Bolton	Music & Liturgy	George Councill
Choirs	Jamie Shiell	Music & Liturgy	George Councill
Christian Education Committee	Katherine Cruthirds	Christian Education	Lydia Ogden & Shelle Bryant
Daughters of the King	Diane Mundy	Parish Life	Liz Romo-Rasha
DCM (Decatur Cooperative Ministry)	Cynthia Bell	Outreach	Mary Ann Schneider
DEAM (Emergency Assistance)	Kathie Ryan	Outreach	Mary Ann Schneider
Endowment Fund Board	Bert Bender	Finance	Shelle Bryant
Emmaus House Christmas Ministries	Jeanette Hanson	Outreach	Mary Ann Schneider
Earth Guild	Kathie Ryan	Parish Life	Liz Romo-Rasha
Epiphany All-Stars (MS Ride)	Arlen Gray	Parish Life	Liz Romo-Rasha
Episcopal Church Women	Shirley Sugden	Parish Life	Liz Romo-Rasha
Episcopal Relief & Development	Doug Runnion	Outreach	Mary Ann Schneider
Flower Guild	Cameron Smith & Leah Felcher	Music & Liturgy	George Councill
Greeters		Newcomers	Cameron Smith
Hagar's House	Cindy Bell	Outreach	Mary Ann Schneider
Lectors, Lay Readers & EMs	Caroline Branch	Music & Liturgy	George Councill
Men's Breakfast Group	Bill Graves	Parish Life	Liz Romo-Rasha
Mission Trips	Lisa Daily	Outreach	Mary Ann Schneider
Newcomers Committee	Cameron Smith	Newcomers	Cameron Smith
Outreach	Lisa Daily	Outreach	Mary Ann Schneider
Parish Life	Liz Romo-Rasha	Parish Life	Liz Romo-Rasha
Pastoral Care	Ann Temkin	Pastoral Care	Ann Temkin
Peachtree/Pine Men's Shelter	Dot Romo	Outreach	Mary Ann Schneider
Properties	Shelle Bryant Br. Aelred	Buildings & Grounds	Shelle Bryant
Refugee Settlement	Kathy Walmsley Carolyn Cook	Outreach	Mary Ann Schneider
Stewardship		Stewardship	Ann Williamson and Tom Felcher
Ushers – 11:15 a.m.	Ted Jackson	Music & Liturgy	George Councill
Ushers – 8:45 a.m.	Margo Timberlake	Music & Liturgy	George Councill
Vergers	Diane Mundy	Music & Liturgy	George Councill