

*Clifford Baptist Church*  
*Policies and Procedures Manual*

<b>Financial Policies</b> <b>Designated Fund Policy</b>
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The financial responsibility of the church is to be a wise steward of the resources God has entrusted to this fellowship. Ultimately, the church is responsible to God in the stewardship of its funds. The church has established guidelines to assist in being wise stewards of our finances. They are as follows:

1. Steps to establish a “designated fund” (a new fund not already represented in the budget):
  - a. A *member* of the church may request the establishment of a designated fund. The request request to establish the fund must be made to the Administrator with the following information required:
    - \* the purpose of the fund
    - \* the method by which the funds are to be distributedUpon approval by the Finance Committee, the church can then accept contributions to the fund. (Until that time, no collection can be taken.)
  - b. If, after a 2 year period, there are no expenditures of this fund or the group/ collection has ceased to exist, the church retains the right to transfer the monies to another similar designated or designated fund or transfer the funds to the general budget.
  - c. In the event that a designated fund is concluded and has remaining funds, the church will decide in a business meeting where the remainder will be placed in another area of the church’s financial ministry.
2. If monies come in with a designated purpose for a non-approved designated fund, the church has the right to try to return the monies to the donor and if that fails, the monies will be credited to an account approved by the Finance Committee.
3. The Benevolence Fund has been established to assist persons in financial need and accepts donations at any given time. However, if money received is for an approved designated individual/family, e.g. a fire, and the money is not claimed for 3 months (after due diligence on the part of the church to contact the individual/family), the Finance Committee has the right to deposit the money back into the Benevolence Fund.
4. The church will not accept funds designated for the benefit of a private individual that doesn’t fall under the guidelines of the designated funds. (See Steps to establish a designated fund, item 1. above.)
5. When an individual comes to our church and a love offering is taken, all monies/ checks are to be made directly to the missionary /mission volunteer/organization being represented, rather than to Clifford Baptist Church.

6. This policy will remain open to revision as approved in the church business meeting on January 8, 2012.

<p style="text-align: center;"><b>Financial Policies</b> <b>Benevolence Fund</b></p>
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The purpose of the Benevolence Fund is to provide financial aid to an individual who is in need on an urgent basis. The Benevolence Fund may not be applicable for cases which need long-term financial support. The church will then approve, adjust or disapprove the applicant's request. The method of providing assistance to pay for the applicant's need is made directly to the business provider.

Requests from members will be reviewed by Staff to determine amount and frequency.

Requests from regular attendees may be eligible for payment of \$150.00 during a six month period.

Requests from individuals that have no association with CBC are referred to "Helping Hands" that is administered through Madison Heights Baptist Church. CBC gives up to \$250 a month to "Helping Hands." The amount given to "Helping Hands" depends on the amount of funds that are given out through CBC's Benevolence holding account that month and also the amount that remains in the account. The Treasurer reviews each applicant and reserves the right to help the applicant through CBC. If these applicants are paid through CBC, they may be eligible for payment of \$75.00 during a six month's period.

Note: The above methods of payment can be altered by the Treasurer and/or Pastors after reviewing the applicant's needs.

Applicant must complete and submit the Benevolence Request Form (see attached) which will be reviewed by Treasurer and/or Pastors. Treasurer and/or Pastors will approve or deny the request or ask for additional information. The Treasurer will contact the applicant.