

## **FINANCIAL AND BUDGET GUIDELINES**

1. The mileage rate is set at the IRS charitable rate for special committees, and the standard current IRS mileage rate for district and departments.
2. Each department and committee of the district should submit a detailed, month-by-month annual budget to the budget committee chairman prior to the beginning of the year. Each department's budget is reviewed and approved by the district board. The department is expected to operate within its budget.
3. Each section receives an equal rebate of the ministers tithing into the district. The rebate is calculated by reducing the total monthly tithing by the evangelists' tithe, multiplying the adjusted monthly tithe by 10% and then dividing it by the number of sections. These rebates are to be deposited into the sectional treasuries and are to be used for the operation of the section.
4. Special recognition policy. Special occasions for ministers should be recognized in the following manner: a) a letter from the district office; b) a floral tribute not exceeding \$50.00; and c) a district representative present from the section level.
5. Credit Cards are provided to the district superintendent, district secretary, department directors, and department secretaries. Charges on these cards should be in line with the approved budgets. A department secretary may charge no more than \$500 without the approval of the department director. A department director may charge no more than \$1000 without the approval of the district secretary. The consolidated credit card statement is sent to the district secretary.
6. Phone charges. Those officers in possession of a district credit card can charge district-related calls to the credit cards. The section-related phone charges of a sectional presbyter and secretary should be reimbursed through the funds. All phone charges should be in line with approved budgets.
7. Speaker Compensation. For major district events such as Family Camp, a speaker shall be compensated at a rate not exceeding \$500 per service. For major departmental events, a speaker should be compensated at a rate between \$300-\$400 per service based on meeting size and finances available. Rates should be in line with the approved budgets. Special exceptions can be made by the district superintendent and/or district secretary.