

**Budget & Finance Committee – for Council Meeting on 1.22.10
Submitted by Debbie Blackburn (1.14.10)**

(1) Administrative and Program budgets for 2010 need to be approved.

The preliminary budgets are based on how things were done in the Presbytery in 2009.

Final budget consideration should be based on input from various committees and determination of priorities for 2010.

(2) Serious thought and discussion needs to be given to the problem of expenses exceeding budget amounts. Most everyone on council is responsible for specific area(s). However, we continue to have payment vouchers submitted that exceed approved budget amounts.

Financial information will be mailed out monthly for your review.

Ask questions if you need help.

(3) Payment vouchers

Payment vouchers should be submitted within 30 days of expenses being incurred.

Payment vouchers need to have account numbers listed (not just a description)

Show the date of your signature in the date space provided.

Pmt vouchers will now have a place for you to confirm that you have not exceeded the budget.

Moderators filling out a payment voucher should sign in the "your signature" space.

An officer of the Presbytery or moderator of B&F would then need to sign in the right hand space. However, as moderators, you are responsible for knowing if your committee is within your budget.

Purchases charged directly to the Presbytery. You are still responsible for submitting a voucher to the Presbytery office at the time of purchase. Without this

Sheryl does not know if the purchase is approved and/or what account to be expensed.

The 2009 final financial statements are not available yet. November reports will be posted now.

December reports will be posted when available.