GREAT CONEWAGO PRESBYTERIAN CHURCH
EXPENDITURE POLICY AND PROCEDURE

Any expenditure and/or project having an anticipated expense over current budget must first be recommended to the Session for consideration before any bids or quotes are sought.

If the Session is agreeable to pursuing the proposed expenditure/project, it will designate the Team, Committee, or individual deemed appropriate to gather any pertinent information, bids, and/or quotes. This information must be presented to Session for review, funding, and final approval. No expenditures/projects will move forward until final approval is given by the Session.

Any bid and/or quote presented to the Session for consideration by a Team or individual that did not receive prior authorization, will not be included on the Docket and will not be brought forward for consideration.

All Teams are responsible for monitoring their yearly expenses and cannot exceed that year's current budget without prior approval from Session.

The following are the steps to be followed when requesting an expense and/or project over the current budget:

1. The person requesting the budget change will ask the Clerk of Session to be placed on the docket of the next Session meeting.
2. The person will attend the assigned Session meeting and present the project/idea to Session.
3. Session will approve if the project/idea is to move forward and will designate the Team, Committee, or individual to gather the pertinent information, bids, and/or quotes. If Session disapproves the project/idea no further action is to be taken.
4. If approved to move forward, the pertinent information is to be collected by the person designated by Session. This person will ask the Clerk of Session to be placed on the docket of the next Session meeting. The information will be presented and discussed at this meeting. Session will at this meeting approve/disapprove the project/idea or may request additional information be gathered.
5. This process may require more than one meeting with Session before a final approval or disapproval is issued by Session.