

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-1999-1
Title: TREASURER, LOSS CONTROL PROCEDURES
Board/Committee: Finance Board
Effective Date: June 15, 1999
Voided Date:

References: Constitution - C12.05; Bylaws - B11.01.01, B12.04.01(e)(5), B12.05.01(c); and the Church Council minutes date February 12, 1998 (corrected copy).

RESOLUTION: The Treasurer shall adhere to the following loss control procedures:

1. Two signatures will be required on all checks.
2. All check numbers must be accounted for.
3. No checks will be made out to cash.
4. Checks issued to an authorized signatory and/or member of the household shall be signed by two other authorized signatories and may not be signed by themselves.
5. The Treasurer's monthly reconciliation, all checks, and monthly bank statement will be made available to the Finance Board for review. The Finance Board shall review such documents within 90 days and report any discrepancies to the Church Council.
6. All quarterly tax reports will be signed by the President of the Church Council.
7. All original bank statements and deposit slips are to be retained in the St. Luke Lutheran Church office.

APPROVED

Signature of Church Secretary (officer)

Date Approved

VOIDED:

Signature of Church Secretary (officer)

Date Voided