

## Truth Baptist Church Financial Policy

All offerings shall be voluntary and shall not be obtained through any unbiblical manner.

All cheque disbursements shall be authorized by any two of the following signing officers: the Treasurer, the Church Secretary, and those appointed by the Administration Team.

For integrity and accountability purposes, at least two Finance Team members must be present for the handling and recording of Sunday worship offerings. All offerings are confidential.

\*Truth will **not** accept any type of designated fund. People who offer to Truth **cannot** designate their offering to be used in a certain way or for a certain purpose, or to be given to a certain person or organization.

\*People are not allowed to do fundraise in church or at other places in the name of Truth.

\*Any routine or fixed expense, which is included in the approved annual budget, can be reimbursed without any additional approval.

\*Any budgeted but unfixed expense must be approved by the approver of corresponding ministry before reimbursement. Refer to the most updated Reimbursement Approving Procedure and Approver List.

\*Any expense exceeding \$50, which is not a regular expense or was not previously budgeted, must be pre-approved by Leaders' Team before disbursement and reimbursement.

Truth members will not be paid an honorarium for preaching at any church functions.

In accordance with the CRA regulations concerning a registered charity with reference to the "Personal Benefit" topic, Truth shall not give any gifts of presents, cash or gift cards to any volunteers for their services provided to the church. Truth will not reimburse gift cards.

Truth members are encouraged to do mission work or go mission trips and be responsible for some of their own expenses. Therefore, Truth will not reimburse 100% of their expenses. For those who would like to apply for financial support to their mission trip from Truth, please refer to "Mission Trip Financial Support Qualifications" and "Mission Trip Financial Support Application Form". Both can be found on the church website: <http://truthbaptist.org>.

Those who would like to attend a Marriage Enrichment Retreat but need financial assistance can apply for a subsidy from the church. Please refer to "Marriage Enrichment Retreat Attendee Financial Support Application".

Truth will send a flower basket or wreath to the deceased church member's funeral on behalf of the church. The maximum budget for each case is \$250. This policy is applied to church **active member only**; relatives of an active member are not included.

*\*Updated on May 21, 2016*

## 卫道浸信会财务政策

所有奉献应该是自愿的，不能通过不符合圣经的方式获得奉献。

所有支票报销要由以下任意两个职员签字：司库、教会秘书、执事部指定的人员。

出于安全性和可靠性方面的考虑，每次主日崇拜后奉献的处理和记录必须由至少两个财务组成员完成。奉献的内容必须保密。

\* 卫道不接受任何形式的指定资金。卫道的奉献给予人无权指定其奉献被用在任何特定的事物上，或将其给予特定的人或机构。

\* 任何人都不得以卫道的名义在教会或其它地方进行募捐。

\* 已获批准的年度预算中的那些日常或固定的花费可以直接报销，无需经过另外的审批。

\* 任何预算内的非固定花费在报销之前必须由相关事工的审批人批准。请参考最新版本的报销审批流程和审批人名单。

\* 任何超过\$50 的非常规，或者未曾预算过的花费，在开销和报销之前必须经由带领团队批准。

卫道的会员在卫道的教会活动中做讲员，卫道不会支付其讲员费。

根据加拿大税务局针对注册慈善机构“个人收益”方面的规定，卫道不能因为自愿者为教会提供服务而赠予其包括礼品、现金或礼品卡在内的任何形式的礼物。卫道也不会报销礼品卡。

卫道鼓励会员参与宣教活动或出去短宣，但是希望会员可以自己承担部分的宣教费用，所以教会不会报销宣教的全部费用。如果有人希望申请卫道的经济资助来支持其短宣，请参阅卫道的“短宣经济资助资格”和“短宣经济资助申请表”。两份表格都可以在教会网站上获得：<http://truthbaptist.org>。

如果有人希望参加家新夫妻恩爱营，但需要经济上的帮助，可以申请教会的补助。请参阅“参加家新夫妻恩爱营报名费补助申请表”。

卫道可以以教会的名义为过世的教会会员的葬礼赠送花篮或花圈。每个葬礼花篮或花圈的最大开销不超过\$250。此项规定只针对教会的**活跃会员**，不包括活跃会员的亲属。

\* 更新于 2016 年 5 月 21 日