

POLICY NAME: Ministry Personnel Allowances

1. Purpose

- 1.1. This policy ensures clarity for ministry personnel at Deer Lake United Church with respect to the payment of various allowances to which they may be entitled.

2. Scope

- 2.1. This policy covers travel expense reimbursement, book allowance reimbursement and reimbursements from the Benevolent Fund.

3. Policy Statement

- 3.1. Reimbursement for travel on DLUC business will be made upon submission of a log, which includes the date, distance travelled and a description of the tasks or functions carried out.
- 3.2. The travel log may be submitted monthly, or less frequently at the discretion of the minister.
- 3.3. Travel between home and DLUC is considered personal travel, and is not reimbursable.
- 3.4. Book allowance and reimbursement for other continuing education expenses will be made at any time within budget upon submission of a requisition for payment with receipts attached.
- 3.5. Reimbursements from the Benevolent Fund will be made at any time within budget upon submission of a requisition for payment with receipts attached.
- 3.6. The Benevolent Fund may be used to cover pastoral meal expenses at the discretion of the minister.
- 3.7. Any expenditure outside the congregation-approved budget must be approved by the Board before payment is made.
- 3.8. All reimbursements must adhere to CRA payroll requirements.

4. Definitions

- 4.1. **CRA:** Canada Revenue Agency
- 4.2. **DLUC:** Deer Lake United Church
- 4.3. **Benevolent Fund:** A small fund whose budget is set annually, to be used at the discretion of the minister for the care of others
- 4.4. **Requisition for Payment:** standard office form describing the amount, payee, expense category (with particulars if necessary) and information regarding cheque dispersal

5. Responsibility / Owner

- 5.1. The Treasurer is responsible for ensuring compliance with this policy.

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Authorized by: DLUC Board
Staff position or organization responsible for authorising the policy
Maintained by: Treasurer
Staff position responsible for keeping the policy up to date and error free
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Date of the most recent amendment to the policy

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6. Legislative Context / External References

- 6.1 United Church of Canada Financial Handbook for Congregations 2006 Edition
Section 4.4 – Ministry Personnel Allowances
<http://www.united-church.ca/mtf/pdf/financial2006.pdf>

7. Associated Documents / Internal References

- 7.1. Board Minutes – November 23, 2004
- 7.2. Schedule of Payments

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