

# Christ Lutheran Church

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## SCLC Discretionary Fund Policy

Revision 2

**Purpose:** Christ Lutheran Church (CLC) owns and operates a Sudanese Christ Lutheran Church (SCLC) Discretionary Fund for the benefit of SCLC. The fund was established as a restricted fund through the authority of the Christ Lutheran Congregation Council and is controlled and maintained by that body. The fund is administered by the CLC-SCLC Action Team. The fund is an asset of CLC and may be terminated or designated for other use by approval of the Christ Lutheran Congregation Council.

**Responsibility:** The fund is made available to the CLC-SCLC Action Team for use in responding to crisis or personal needs that may arise concerning individuals or households in the SCLC church or community. It may also be used to provide financial support to bona fide organizations whose purposes are consistent with the missions of the church. The Action Team has sole authority to determine the appropriateness of distributions of discretionary funds subject to the restrictions as noted below.

**Policy:**

1. Restrictions:

- a. No funds shall be used for the benefit of the SCLC Pastor or any of the SCLC Pastor's immediate family members for any reason. Crisis or personal needs of the SCLC Pastor or the SCLC Pastor's immediate family will be addressed by the CLC-SCLC Action Team and the Synod.
- b. No more than \$500 total shall be given to any individual, single household or organizations within any calendar year.

2. Funding:

- a. The fund is funded by donations designated as "SCLC Discretionary Fund" either with cash or by checks made payable to Christ Lutheran Church.
- b. Checks made payable to the SCLC Pastor will not be accepted and will be returned to the donor.
- c. Donations made to the fund for the direct benefit of a named individual, household or organization (Pass through funds) will not be accepted and will be returned to the donor.
- d. Properly made contributions to the fund are deductible by the donors as charitable contributions.

3. Disbursement:

- a. When there is a need to be met, for amounts of \$100 or less, the SCLC Pastor and the designated CLC Action Team member may submit a request for check voucher in advance to obtain funds from the CLC Treasurer. Amounts greater than \$100, must be approved by majority vote of the CLC-SCLC Action Team, subject to the above annual restrictions. Payment for goods or services will be made directly to the vendor by check by the CLC Treasurer.

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## 4. Accountability:

- a. The SCLC Pastor shall maintain a confidential record indicating when, to whom and the reasons for the disbursement. This record will be reviewed by two members of the Executive Committee of Christ Lutheran Church prior to CLC's annual congregational meeting.
- b. A summary report on discretionary fund distribution indicating the types of need being met while maintaining the confidentiality of the aid recipients shall be included in the annual report to the CLC and SCLC congregations at their annual meetings.
- c. The Fund is subject to audit annually by standard accounting procedures and the results are included in its financial reports to the respective congregations at their annual meetings.

## 5. Special:

- a. In the absence of the SCLC Pastor, CLC-SCLC Action Team shall be authorized to disperse the SCLC discretionary funds per the policy guidelines.

### **Revision History:**

Revision 2: Approved November 12, 2013