

**St. Lawrence District Board of Trustees**

**Finance Policy as of April 2007**

1. The St. Lawrence District uses a fixed percentage of each congregation's operating budget to determine district dues. This percentage is currently 2.42%.
2. The rate of reimbursement for automobile mileage for volunteers is that which the US Internal Revenue Service allows for volunteers; the rate for staff and members of the District Consultant Team is that which the US Internal Revenue Service allows for professionals.
3. Board members' expenses for board meetings may be submitted over their own signatures. Authorized expenses include travel to and from the meeting up to the amount of mileage billed at the IRS volunteer rate for automobile travel or to defray train or other travel costs and hotel costs up to a maximum of half the cost of a double room at the selected hotel whenever practicable.
4. With the exception of board expenses, reimbursement requests require a committee chair's approval. SLD volunteers and staff may mail reimbursement vouchers to the district treasurer directly without a chair signature, at the same time emailing the chair for approval. The email should be copied to the treasurer, and should state the date of the expenditure, the event or purpose, and amounts requested with very brief description.
5. The St. Lawrence District shall retain documents for the period of their immediate use unless longer retention is necessary for historical record or to comply with legal or contractual requirements, according to the best practice schedule recommended by the National Association of Nonprofit Associations.
6. Board members, staff, and volunteers in leadership positions are asked to avoid the fact and also the appearance of any conflict of interest. To this end, they are expected to avoid the use of information or personal contact not generally available except through their roles with the district for personal gain, and to have no

financial or other personal interest which is incompatible with district duties.

7. District Consultants receive stipends for service to the district as determined in consultation with the District Executive. If, in addition, a consultant is asked to present a workshop or otherwise work with a congregation or cluster, the church or cluster pays a fee of \$250/day and the district pays expenses.

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