

## Guidelines for use of and request for Emergency Funds

There is to be \$500.00 set aside in a emergency fund for each trip that may be undertaken by various groups such as youth camps, recreational trips, mission trips, etc. The purpose of the fund is to cover any unforeseen emergency that may arise while on the trip or activity.

- Prior to the tip, the **group leader** may request part or all of the \$500.00 (**not to exceed \$500.00 per each trip**).
- **All expenditures must be accompanied by a receipt.** Any expense not supported by a receipt must be reimbursed by the person/group.
- Any unexpended monies are to be returned to the fund which they were drawn.
- Requests must be submitted in a timely matter **in advance** of the anticipated trip.
- If a group has a separate fund, any requests for funds will come from that group's fund.
- If no funds have been set aside, requests will come from the general funds of the church.
- Funds are to be used for those out-of-pocket expenses that might not have been foreseeable (**unexpected expenses**).
- All requests for advanced funds must be approved in advance by the entity the person/group is responsible to, such as: Advisory Council, Deacons, etc.

Date of Request:		Amount Requested:	
Purpose of Request:		Person making request:	
Approved by:			
Money Disbursement	Date:	Money (in excess) returned	Date:
	Amount::		Amount:
Signed (Secretary/Treasurer):		Signed (Secretary/Treasurer):	



## Muldraugh Hill Baptist Church

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