

Expense Approval Policy

PURPOSE

The purpose of diocesan expense approval policy is to promote responsible use of, and accountability for, funds entrusted to the church for its governance and mission.

OVERVIEW

The canons of the diocese place fiduciary authority over the finances of the diocese in the Bishop, the Executive Council, and, via the annual operating budget, the Diocesan Convention. The CFO/Treasurer of the diocese is responsible for carrying out their financial plans.

Applicable Canons include:

- Diocesan Title I, Canon 11.00 provides that the approved budget may not be exceeded without approval of the Finance committee.
- Diocesan Title IV, Canon 2.04, also requires that no amount greater than \$2,000 that is not budgeted may expended without authorization of the Diocesan Executive Council.
- Diocesan Title IV Canon 2.02 provides that the Treasurer shall disburse monies from the annual operating (Diocesan) funds according to the budget.

This policy equips the staff of the diocese to incur the expenses as provided for in the diocesan budget and allows the Treasurer to pay expenditures based on the ministry needs of applicable authorized staff.

Unbudgeted expenses always require approval of the CFO/Treasurer, who will seek approval from the Bishop. If the unbudgeted expenditure exceeds \$2,000 and the Bishop concurs, the CFO/Treasurer will seek approval from Finance Committee and Executive Council (per Canon).

The budgeted spending authority of each member of executive staff shall be limited to their individual mission/ministry area, and to the current budget. The current list of ministry areas assigned to each authorized employee can be found on Attachment A.

The authorized positions, current position holders, and their authorized spending levels (within budget) are:

SEE ATTACHMENT A for Ministry Areas

Position	Credit Card Limit	Invoice Signing Limit
Executive Council	na	Unlimited
Bishop	\$5,000	\$20,000
Canon to the Ordinary	\$5,000	\$5,000
CFO/Treasurer	\$5,000	\$5,000
Other Executive Staff	\$3,000	\$1,000



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🏠 2083 Sunset Cliffs Blvd.
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Non-Executive Staff	\$3,000 (if issued)	\$500
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This policy does not affect check signatories, except for that the approver on an invoice shall not be the sole signatory on a check and the payee on a check shall not be a signatory on a check.



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Attachment A

Name	Credit Card Limit/Invoice	Class/Ministry Areas
Bishop Susan Brown Snook	5,000/20,000	Approved for All Ministry Areas She is the designated signer on: 101 General Operations 110 Administration 115 Bishop's Office Personnel 360 Companion Diocese 401 Bishop's Pastoral Needs 500 Wider Church Contributions 760 Diaconate
Canon to the Ordinary Gwynn Lynch	5,000/5,000	120 Diocesan Convention 275 Congregational Development 300 Leadership and Cong Development 751 Transitions 755 Commission on Ministry & Seminarian Support 710 Ministry to Retired Clergy 720 Clergy Conference 740 Clergy Expenses Backup signer for Bishop when Bishop unavailable (up to \$5000)
CFO/Treasurer Jeff Martinhauk	5,000/5,000	Approval for administrative purposes on all Classes 105 Investment Income 800 Property 820 533 Orange 830 St Albans Lot 845 Brown Snook Shared Equity 900 Series Restricted Funds



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Non-Executive Staff Karen Mondaca, Executive Assistant to the Bishop	3,000/500	101 General Operations 110 Administration 120 Diocesan Convention
Executive Staff Chris Tumilty, Director of Communications	3,000/1,000	135 Communications
Executive Staff Jason Evans, Canon for Mission	3,000/1,000	200 Evangelism, Discipleship, and Church Growth 486 Armed Forces Ministry 330 Combined Border, Refugee & Migration Ministries 331 Refugee Net 350 Episcopal Community Svcs 274 Multicultural Ministry 410 Campus & Young Adult Ministries 415 Youth Ministries 420 Happening 437 Education for Ministry 438 Cursillo Support 481 Advocacy 491 Church Planting and Redevelopment 495 Revival 499 Formation & Discipleship 192 Fundraising & Development
Non-Executive Staff Frank Munoz, Missioner for Military Outreach	na/500	486 Armed Forces Ministry
Non-Executive Staff Deann Rios, Missioner for Outreach and Advocacy	na/500	331 RefugeeNet 350 Episcopal Community Svcs 481 Advocacy



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Non-Executive Staff Troy Elder, Border Missioner	na/500	330 Combined Border, Refugee & Migration Ministries
Non-Executive Staff Charlotte Preslar, Youth Missioner	na/500	415 Youth Ministries 420 Happening
Executive Staff +James Mathes, Dean of the School for Ministry	na/1,000	487 School for Ministry
Non-Executive Staff Jeff Green, Facilities and Outreach Manager at ECC	3,000/500	496 Mobile Showers 498 North County Showers 603 Clinic Support 610 ECC Operations 885 ECC Improvements 820 533 Orange 830 St Albans Lot