Finance Policies and Guidelines

Sage Intacct

- Requests should be submitted to finance on Tuesdays by 5pm to ensure same-week processing. All requests must be approved by supervisors before submission to finance, so please make sure your supervisor approves it by 5pm on Tuesdays.
- Checks will be ready to be picked up or mailed on Thursdays after 3pm. (Holiday schedules and End of Year closing will affect this timeline and communication will be sent out to all staff.) The same rules apply for ACH payments.
- Requests can be declined for any number of reasons, like incorrect coding, insufficient budgeted funds, lack of supportive documentation, etc. This may cause a delay in payment until corrective action is taken. An email notification with the reason for the decline is sent from Sage, as well as approval notifications. If you do not receive email notifications, please contact Finance.
- All requests should have supporting documentation. If you do not have documentation, please contact Finance for further instructions.
- Orders **cannot** be placed with a vendor before you have a Purchase Order.
- **Declined requests:** If a request is submitted on time, but is declined, the request can still be processed during the normal processing period IF the request is corrected and resubmitted by Wednesday at 5pm. Any resubmissions outside of this period will be processed the following week. **This deadline only applies to decline requests.**
- **New vendor requests:** All vendor requests should be submitted on Fridays by 12pm. New vendor requests will be available on Tuesdays by 9am. Please keep this processing time frame in mind when planning payments.
    - If a W9 form is needed for the vendor, the vendor must fill out the form themselves and sign it.
    - If you are unsure whether your vendor is required to have a W9, please contact finance for verification.

Emburse

- Additional funds requests should be submitted to finance on Tuesdays by 5pm to ensure same-week processing. Plan to submit your request promptly to prevent delays in spending access.
- All requests must have a clear message of what the funds will be used for.
- Supportive documentation must be attached to the request (such as your budget tracking sheet).
- Requests can be lumped into one request, if there are details included in the "Add Details" section of the submission with a breakdown of expenses the funds will be used for.
    - For example, if you are buying supplies for different events within your ministry or buying different items, you can just put 1 request in, instead of a separate request for each purchase. You must include the breakdown of the events or items you are purchasing. This information should be in the "Add Details" section of your request.

- If your card is suspended due to transactions/receipts not being submitted timely, it will not be reactivated until your transactions are submitted and approved. Card reactivations will only occur during business hours.
- Do not share your card information with anyone, unless you have been given permission from finance. (For example, do not take pictures of your card and send it to volunteers, even if they are assisting with ministry purchases)

Nexonia

- Nexonia is used by all cardholders to capture receipts and submit expense reports.
- ALL outstanding Nexonia transactions must be submitted to finance every Tuesday by 5pm. Please review your Nexonia account and submit all transactions to avoid suspension of your card. Unauthorized document attachments will be refused, and the card will be suspended if past due.
- In the case of a **lost receipt**, cardholders must try to retrieve a copy of the receipt through the merchant. If unsuccessful, please reach out to Finance for further instructions. **Cardholders may NOT create their own receipt or documentation under any circumstances.**
- Outstanding transactions will cause your card to be suspended.
- When a new month begins, ALL transactions are due immediately and will not be subject to the Tuesdays by 5pm policy. (For example, if a new month begins on a Wednesday, and you have transactions that appear through the rest of the week, they must all be done as they appear). Failure to follow this policy will result in **card suspension**.
- If there are any $0.00 transactions in your queue, please notify finance to remove these from your account. Do not link and submit $0.00 transactions.
- Please contact finance if there is a transaction you are waiting on that has not appeared in your queue within 5 business days, starting from the day of purchase.
- Cardholders will submit reimbursements for themselves ONLY in Nexonia. You cannot submit reimbursements on behalf of anyone else. Please see the reimbursement section for further directions.
    - **If you do not have a Nexonia account, your reimbursement will have to be submitted in Sage via payment request or purchase requisition process if it's over $500. Please contact finance if you have questions regarding your reimbursement.**
- **All expenses should have adequate descriptions. The description of the purchase should give clear context of the purchase. For example, "supplies" is not a sufficient description, but "LED bulbs purchased for ministry event" provides more detail and would be sufficient.**

Project/Merchandise/Job Budgets

- Project/Merchandise/Job Budget requests should be submitted **BEFORE** any purchases are made or any finance requests are submitted related to the event.
- What is considered a Project/Merchandise/Job Budget?
    - **Project** – A ministry event that needs to be tracked separately from regular ministry operations or is required to have a project assigned to it. Please read the bolded section below to see events that are required to have a budget submitted.
    - **Merchandise** – Any merchandise sold for your ministry is required to have a budget submitted and approved by finance before any purchases are made or orders are placed.
    - **Job** – this type of budget is restricted to facilities and operations budgets.

- Project/Merchandise/Job Budget forms can be found on the HPC Works page (*www.healingplacechurch.org/works*) under "Finance Forms."
- ALL Project/Event/Merchandise/Job Budgets must be submitted on Tuesdays by 5pm to be processed the next business day. **Plan to submit your request promptly to prevent delays in spending access.**
- Approvals or Denials will be emailed on Thursdays.
- Budget submissions with insufficient information or detail will be subject to denial and cause a delay in the approval process.
- **All events related to Special Events and Temporary Restricted Funds MUST have a budget submitted.**
    - *Temporary Restricted funds is for a ministry event that has designated funding to support it.*
- **All Guest Services, Community Events, and Merchandise Sales MUST have a budget submitted.**
- **Recurring annual events must go through the same budget approval processes as these are NOT automatic approvals.**
- **Any event where money is being received (i.e., registration), MUST have an event budget submitted and approved BEFORE any event is published.**
- **If you are unsure whether an event you are planning requires a budget submission, please contact finance for clarity.**

Money Deposits

- **Any time** money is received whether it is an offering, registration, or from any ministry sales at any ministry event, it MUST be placed in a secure deposit bag by the end of the event. If your event is multiple days, each day must have its own deposit bag.
- If your event falls outside of regular business hours/days, your deposit bag must be secured in a safe on HPC property.
    - Please contact finance in advance, if you need assistance with access to a safe.
- Deposits can only be turned in when a member of the finance team is present. They cannot be slipped under the door, etc.
    - All deposits will be verified at the time of deposit.
    - **Please email finance to receive a scheduled drop off time for your deposit to be verified by a finance team member. This ensures that someone will be available to assist you.**
- All cash deposits need to be put in a sealed security deposit bag.
- Security deposit bags should have the name of the **campus, ministry, and event (if applicable)** clearly written on the bag, as well as at least 2 people's signatures or names who were present at the time the deposit was secured. Offerings or money received of any kind should never be secured by only one person.
- If your ministry needs secure deposit bags, please contact finance.
    - Secure deposit bags in the Ushers' Room are NOT for ministry use.

Gift Cards

- Gift cards can only be purchased for non-staff members. Staff members should not purchase gift cards for themselves, other staff members, purchasing items/supplies for ministries, or to use gift cards to "hold on" to ministry funds.
- Gift cards cannot be used as compensation for a service, such as childcare, etc.
- Gift card amounts are limited to a maximum of $50 per gift card, per person.

- Each gift card purchase must have the name of the individual the gift card was purchased for with receipt submittal. Any gift card receipts submitted without names listed will be rejected.
- If you have any questions regarding gift card purchases, please contact finance.

Amazon

- **ALL** work-related purchases through Amazon **MUST** be made with your Amazon business account. If you do not have a business account log in, please contact finance.
- No personal credit/debit cards should be attached to your Amazon business account for personal purchases.
- Do NOT share your Amazon business log-in information with anyone, including other staff members.

Receipts

- Receipts linked to transactions should clearly show what items were bought, not just the total amount. For example, if a purchase is made on Amazon, you should attach the receipt that shows all items in that order, not just the order confirmation that only shows the total amount.

Employee Reimbursements

- Employees who have a Nexonia account can submit their reimbursements through their Nexonia account. Please refer to the Nexonia instructions on this process.
- Employees who do NOT have a Nexonia account can submit their reimbursements through Sage Intacct.
- Non-staff reimbursements should be submitted through Sage Intacct. Please refer to the Sage Intacct instructions on this process.
- ALL reimbursements must have supporting documentation.

Ministry Budgets

- All ministry leaders are held to a standard of excellence when given the responsibility of stewardship.
- If you have been given the responsibility of managing a ministry/ministries' budget, you are expected to track your budgets continually.
- If you need assistance with tracking your ministry funds, or you're unsure you are tracking effectively, please reach out to finance for assistance.
- Finance begins the budgeting process every October and budgets are finalized by December. If there are details about your ministry that could affect your budget for the following year, please be sure to communicate the details to finance in advance. Any context or information we receive regarding your ministry gives us insight and is extremely helpful.

***If you are unsure about whether you are following the correct procedure for any of these processes, or if you have any questions, please contact finance for assistance.**