

New Jersey District – LCMS Cost Control Procedures

In an effort to improve on the stewardship of District finances, the following Revenue and Cost Control measures are being put in place effective immediately.

The Business Manager will be responsible to review all bills, requests for payment and special projects to determine that sufficient budget is available to support the expenses. A budget approval form will accompany each invoice/bill sent to the District President (showing overall budget impact) for final approval and eventual check disbursement.

All special projects must be submitted to the Business Manager showing total revenue and expense requirements prior to being implemented. It should include a detailed list of expected revenues and expenses (guest speaker honorariums, travel, meals and lodging, all other project expenses). This must be approved in advance by the District President prior to the start of the event.

Requests for cash advances will be made with the understanding that all bills must be submitted within 30 days of issue. Any and all surplus funds must be returned immediately.

The above includes the following events and activities:

- Winter Youth Gathering
- Mission Summit
- New Jersey Jam
- Youth Conferences
- Pastoral Retreats
- Special Conferences
- Leaders & Learners Honorariums
- Urban Missions – Special Projects and General Expenditures

This includes the following Staff Expenditures:

- Travel Expenses
- Conference Expense
- Outside purchases of books & supplies
- Computer Expenses – Individual Purchases of software and peripherals
- Property Management repairs and expenditures