



What is a CBC Ministry Account?

A Ministry Account is created at the request of the Ministry Leader (ML) to the Executive Director of Ministries. It serves to securely hold ministry dues, proceeds from sponsored events, and monetary donations. These accounts ensure that all financial resources are managed and used in alignment with the ministry's purpose and mission.

How Do You Deposit Funds Into A Ministry Account?

Deposits into a Ministry Account may be made via cash or by submitting a check payable to Community Baptist Church. If a check is provided, it will be processed and the funds transferred to the account. These transactions are managed by the Trustees of our church.

- Step 1:** Ensure the envelope is completed in its entirety. Place the funds in a Ministry Dues envelope, available in the church lobby or the Executive Office.
- Step 2:** Envelopes can be submitted by the following methods:
- Drop into the offering box outside of the Security office
 - Bring to the Executive Office, hand off to the Administrative Assistant, Linda Wilson, during business hours
 - After service, hand off to any Trustee, or Lady Gayle
- Step 3:** **For security and efficiency, funds should not be carried around on your person for extended periods. As the funds are designated for ministry under the Community Baptist Church, they should be submitted promptly.**
- Step 4:** The Trustees will process the deposit. Once finalized, the Ministry Dues envelope will be returned to your designated mail slot located in the Executive Office.

Please note: All visits to the Executive Office must be scheduled in advance by emailing LadyGayle@cbcofe.org, SHarris@cbcofe.org and LWilson@cbcofe.org



How Do You Withdraw Funds From A Ministry Account?

To withdraw funds from a Ministry Account, access the leader workstation portal at www.cbcofe.org. After logging in, select the form titled **Request for Funds**. All fields on the form are mandatory and must be completed before submission. Incomplete forms cannot be submitted. Upon submission, your request will automatically notify the following individuals:

- ✓ **Trustee Leroy Campbell, Sr.**
- ✓ **Trustee Dora Montgomery**
- ✓ **Trustee Wanda Faulk**
- ✓ **Lady Gayle**

Upon completion of the transaction, you will receive an email notification detailing the location where the funds have been placed for pickup.

Note: If the portal is inoperable, please follow the procedure outlined below:

- Step 1:** The request for funds must be sent from an official CBC Ministry email address. Requests from a non-CBC email address will not be considered.
- Step 2:** In the “**To**” field of your Microsoft Outlook account, enter the following email addresses: DMontgomery@cbcofe.org, and WFaulk@cbcof.org.
- Step 3:** In the “**cc**” field of your Microsoft Outlook account, enter the following email addresses: LCampbell@cbcofe.org, and LadyGayle@cbcofe.org.
- Step 4:** In the “**Subj**” field of your Microsoft Outlook account, follow this format:
Example: Ushers Ministry: Request for Funds.
- Step 5:** After the transaction is completed, you will receive an email notification detailing the where funds have been deposited.



Collection Of Dues

It is strongly recommended that all ministries collect dues. The collection of dues helps build a financial reserve for various activities, such as purchasing cards for individuals who are ill or bereaved, or for fun fellowships. The recording of dues is the responsibility of the Treasurer or Secretary. The submission of dues is whomever the ML assigns.

Dues can be paid by cash or check, made payable to Community Baptist Church. Payments may be collected during ministry meetings or on Sunday after service. Funds will not be accepted from individuals who do not use a Ministry Dues envelope.

Any Ministry Account holding a minimum of \$3,000 or more at year-end will be referred to the CBC Executive Team for review. A meeting will be arranged with the Chair of the Trustee Board and the ML to assess the reason for the unused funds. As a church, we encourage all dues-collecting ministries to utilize their funds within the calendar year to support the ministry activities. Please remember, Community Baptist Church cannot operate as a bank. Funds do not accrue interest. Also, it is important to note that in the event of an extreme emergency, where all resources are required, **CBC reserves the right to reallocate funds to support or address the emergency needs. If this occurs, CBC may or may not be able to replenish the funds.**

Ministry Reimbursement Policy

It is strongly recommended that ministries refrain from using personal funds for ministry purposes.

- A. You must be pre-approved for reimbursement of personal funds.
- B. All approved expenses must be accompanied by an itemized receipt/invoice, and emailed within five business days of purchase. **Note:** If the deadline is missed, your reimbursement will be forfeited.
Text messages of receipts will not be accepted
- C. Unauthorized personal expenses will not be reimbursed.

[CLICK HERE FOR PRE-APPROVAL REQUEST FORM](#)



What Is A Ministry Audit

Four times a year, the Trustees will conduct a Ministry Account Audit. A report will be emailed to the Executive Director of Ministries, outlining the Ministry Accounts and their available balance. The Executive Director of Ministries is responsible for sharing the reported balances with the respective ML's. ML's are then accountable for verifying the accuracy of the information with their Treasurer or Secretary.

Ministries can also request their account balances outside of the scheduled audit period. This process ensures proper oversight and accountability for ministry funds.

- Step 1:** The request for the balance of a Ministry Account must be sent from an official CBC Ministry email address. Requests originating from a non-CBC email address will not be considered.
- Step 2:** In the **"To"** field of your Microsoft Outlook account, enter the following email addresses: DMontgomery@cbcofe.org, and WFaulk@cbcofe.org.
- Step 3:** In the **"cc"** field of your Microsoft Outlook account, enter the following email addresses: LCampbell@cbcofe.org and LadyGayle@cbcofe.org.
- Step 4:** In the **"Subj"** field of your Microsoft Outlook account, follow this format:
"(Name of Ministry): Request for Funds"
- Step 5:** Once the Trustees have completed the requested audit, the ML will receive a response via email.



Policy: Returned Checks - Non-Sufficient Funds (NSF)

At Community Baptist Church, we strive to manage financial transactions with integrity and transparency. To address instances of returned checks or non-sufficient funds (NSF), the following policy applies:

1. The Trustee Ministry will first notify the ML of the returned check. The ML will then be advised to inform both the individual and the ministry's Treasurer.
2. The Trustee Ministry will then mail a formal letter to the individual addressing the matter. The ML and the ministry's Treasurer will be cc'd in the letter for their awareness and records.
3. The issuer will have five (5) business days from the date of notification to resolve the issue by remitting the full amount of the check, along with the \$20.00 bank fee incurred by the church due to the returned check.
4. To resolve the balance, payment must be made via cash, money order, or certified check. Personal checks will not be accepted. Payment must be made to '*Community Baptist Church*'
5. After two instances of returned checks, the individual will no longer be permitted to use checks for church-related payments. This includes:
 - Bus/ Transportation
 - Church Merch
 - Dues
 - Payment for Events
 - Special Events
 - Ticketed Events
 - Tithes and Offerings
 - Any other payments issued toward Community Baptist Church
6. All matters will be handled with discretion to maintain the privacy of all individuals involved.