

## Miles of Pennies Disbursement Policy

All disbursements from the Miles of Pennies fund are to be used to: 1) Fund Hillcrest members to go and do direct missions Ministry. 2) Directly fund Hillcrest Missions. 3) Fund mission training.

1. Disbursements may only be made when funds are available. The fund balance must never drop below \$0.00.
2. An appropriate disbursement form is to be completed for each disbursement from the MOP fund.
3. Groups (such as, but not limited to, ESL, Habitat for Humanity, Room in the Inn) within Hillcrest United Methodist Church doing mission work may request funds for reimbursable expenses that support their mission work. Some examples of acceptable uses for the funds would be: gas receipts for the church van, gas receipts for private vehicles used in the mission work, supplies needed for the program, flood buckets, etc. These examples are not intended to be an exhaustive or limited list of reimbursable expenses that could be approved. Each group is limited to \$200 annually. Approved receipts must be submitted before disbursements can be made.
4. An individual who is a member or regular attendee of HUMC may make a disbursement request.
5. If the disbursement request is for participation in Mission Training, then the applicant must submit a detailed Action Plan indicating how HUMC members will be trained or information disseminated.
6. Disbursement requests must be accompanied by information about the mission opportunity and its costs.
7. Disbursement requests must be accompanied by information about other sources of funding for the mission opportunity and the personal cost to the Individual.
8. HUMC will not pay deposits. Initial payments must be made by the Individual.
9. HUMC funds may not be used to pay late fees.
10. Adult Participants (age 23 and above) in Mountain Top may apply to have the MOP Fund reimburse the HUMC required participant fee of \$100 (amount not paid by the Alleluia Auction). Initial payment must be made by the Adult Participant and reimbursement will occur after return from the MTOP week.
11. The Treasurer has automatic authority to approve 50% of the mission cost up to \$200. The 50% is to be inclusive of all funds received through HUMC.
12. An Individual may receive funding through multiple HUMC sources up to a maximum of 50% of the mission opportunity cost. For example, an Individual participating in a Volunteers In Mission trip costing \$1000 could receive funding from the VIM Fund for \$150, a Sunday School Class for \$150 and the MOP Fund for \$200. The total amount of funding in this example is \$500 or 50% of the mission cost and the maximum possible (\$200) from the MOP Fund.
13. HUMC prefers to make disbursements to organizations as opposed to reimbursing Individuals. With appropriate documentation and reason, the Treasurer may make reimbursement disbursements.

14. Any Individual who receives disbursement from the MOP Fund on their behalf and then does not participate in the approved mission opportunity is expected repay the HUMC MOP Fund in full. The Treasurer is directed to make necessary repayment arrangements with the Individual and follow up on repayments.
15. The HUMC Treasurer is authorized to review all disbursement requests from the MOP Fund and approve/not approve based on adherence to the above guidelines. If approved, the HUMC Treasurer is authorized to initiate a Purchase Order (PO) and submit it for approval, as is customary.
16. Any request that is outside of these guidelines, is not approved by the Treasurer, or exceeds the 50% up to \$200 limit may be submitted to the MOP Committee for funding consideration. The MOP Committee consists of the HUMC Senior Pastor, Chair of Missions, Chair of Church Council and Chair of Finance. If the MOP Committee approves the request, it would be sent back to the Treasurer to initiate a PO for customary handling.
17. The Treasurer will report, on a regular basis, to HUMC members all disbursements from the MOP Fund to both Individuals and Groups.

Approved by:

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Signature – Missions Chair

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Date

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Signature – Finance Chair

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Date

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Signature – Church Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature –Senior Pastor

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Date