

SUBJECT

CASH ADVANCES

DATE

Feb. 15, 1974

NO.

3. 2. 7. 3

CHURCH ADMINISTRATION DIVISION • UNITED STATES FIELD MINISTRY

CONCEPT

There are two basic types of cash advances for business purposes. These advances are classed as 1) temporary and 2) permanent. Temporary advances are short-term for immediate expenses. They are subject to immediate repayment and/or itemization of expenses. Permanent advances are long-term and are meant for use as operating funds which are reimbursed as expenses are incurred.

The permanent advance is similar to a petty cash fund and is included as an asset on the corporate books. It must eventually be returned and credited to the cash advance account.

POLICY

1. Temporary advances

Temporary advances should be requested from the Regional Director. They will be issued only for the following purposes:

- A. Authorized transfer expenses that an individual cannot meet on his own before being reimbursed.
- B. Conference expenses that cannot be covered by use of Traveletter or that cannot wait for reimbursement after the expense.

2. Permanent advances

Permanent advances will be issued only to Regional Directors for an amount equal to approximately one-third of their average monthly expenses. This operating fund will be replenished by use of the Traveletter system (see #3. 2. 7. 1).

IMPLEMENTATION

Once the Regional Director has approved the temporary cash advance, he should forward the request to Church Administration Staff Services. This should be done preferably in writing, time permitting. Processing

SUBJECT

CASH ADVANCES

DATE

Feb. 15, 1974

NO.

3. 2. 7. 3

CHURCH ADMINISTRATION DIVISION • UNITED STATES FIELD MINISTRY

page 2

and mailing time should normally take two weeks after the request is received by Church Administration Staff Services (see #3. 2. 7. 2).

Except by direction from Headquarters, cash advances should not be taken from the Emergency Fund.

Once the cash advance is given, it is the recipient's responsibility to return an itemization of the expenses along with any excess funds. Any legitimate expenses over the advance will be reimbursed. The requirements for recording expenses are the same as outlined in #3. 2. 7. 1 and #3. 2. 7. 2.