

## PBBC PROCEDURES

1. Requesting money from the budget for your organization:
  - Fill out the appropriate form, stating the amount requested with the signature of liaison, chairperson or organizational leader. A receipt must be given to the Treasurer for funds.
2. Weddings:
  - Have the Church Secretary/Clerk make copies of policies for each family.
3. Monies from the organizations to be placed into the activities account:
  - Advise the Trustee Board of the intent. The board will advise you of the process.
  - The chairs will be given a deposit slip to be filled out in the amount of funds collected.
  - Place in an envelope and give to the Trustee Board for deposit.

**There is a central Treasury to dispense funds. However, all organizations may collect dues for purposes decided upon by the membership of the organization.**
4. Use of Church Equipment:
  - Advise the Church Secretary/Clerk of the equipment desired. The clerk will notify the Chairman of Building and Grounds of your request. You will be advised of their response.
5. There will be no charge to attend activities held at the church. Custodial fees are required.
6. Offering may be taken at all Worship Services. A trustee should be present at all services to handle the funds.
7. Scout and youth groups have been given a special exemption to sell cookies, candy, nuts, popcorn, dinners and other fundraising activities. No other groups, organizations or persons in the church can initiate, promote or solicit funds for any fundraising activities as has been our policy for over forty (40) years.
  - The youth may have special fund raising activities based on the approval of the Administrative/Trustee Board.
8. Use of the Building:
  - Submit the Use of Building Form at least two (2) weeks prior to use. A response will be given within five (5) days.
9. Use of Parking Lot for overnight parking:
  - Make requests through the church office.
  - Fill out Use of Building/Parking Lot Form and return two (2) weeks prior to the date needed.

**THE CHURCH WILL NOT BE RESPONSIBLE FOR ANY DAMAGE OR THEFT TO ANY VEHICLES LEFT ON THE LOT.**
10. Funeral Services for Non-Members:
  - Decided on a case by case basis (see revised form).
11. Use of Church Van:
  - Submit the Van Form for use other than Worship Services to Ben Herndon or Shellawasee Sneed.
12. Checks returned for insufficient funds:
  - A \$35 fee will be charged.