“When it comes to privacy and accountability, people always demand the former for themselves and the latter for everyone else.” – David Brin
Goals for this session

1. Gain understanding of what the rules are around accountable reimbursements
2. Learn of practical tips/strategies

SO THAT YOU

1. Avoid being secretly hated by your treasurer
2. Avoid eroding trust in your leadership
The Legal Stuff

“Intentions do not insulate us from the consequences of our actions.” — Jon D Harrison
Does the Accountable Reimbursement Policy need to be in writing?

No...but it should be

Written policy:

• Provides protection in the event of IRS audit
• Reminds everyone what the rules are
• Unreimbursed Employee Expenses
Can the church refuse to reimburse expenses or limit the amount?

Yes

Only needs to reimburse business expenses. Budget is the common way to limit.
Can the church reimburse mileage at a lower rate than the IRS rate?

No

This is a Conference policy. The IRS rate is higher than the cost of fuel so that it covers maintenance and eventually replacement.
What mileage is reimbursable?

Church A → YES

Church B → YES

Hospital → YES

Parsonage → YES

Care or Guest → YES

Workshop or Meeting → YES

For routine → NO
Who owns the stuff purchased?

The Church

Church usually won’t care if pastor keeps books, robes, etc, as these have minimal value.

Church usually will care about computer or tech.

Verify assumptions on ownership with SPRC/PPRC.
What documentation needs to show?

<table>
<thead>
<tr>
<th>Mileage</th>
<th>Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Business Purpose</td>
<td>Business Purpose</td>
</tr>
<tr>
<td>Mileage</td>
<td>Amount</td>
</tr>
<tr>
<td>Place</td>
<td>What</td>
</tr>
</tbody>
</table>
The Practical Stuff

“He that is good for making excuses is seldom good for anything else.” — Benjamin Franklin
Sit down with your treasurer and SPRC
Get a system that works for you
Questions?

Related to the topic of Accountable Reimbursements