

UUCS Expense Reporting & Reimbursement Procedure
Approved by UUCS Board of Trustees and Effective January 14, 2026

1. Purpose

To establish and maintain clear internal controls that ensure the responsible and transparent use of UUCS funds.

2. Scope

This procedure applies to all UUCS staff, volunteers, and members who make purchases or request reimbursements on behalf of the congregation.

3. Approval Process

Budgeted, repetitive expenses such as rent, salaries, utilities, etc. are approved as part of the annual budget process resulting in a budget that is approved at the Annual Congregational Meeting.

Budgeted, non-repetitive purchases may be made by the appropriate **Committee Chair** (or **Board Liaison** where the chair position is vacant) without any further approvals than the budget process. Anyone else making such a purchase must obtain **prior approval** from the **Committee Chair** (or **Board Liaison** where the chair position is vacant).

Any UUCS purchases that have not been budgeted require **prior approval** from the **UUCS Budget & Finance Committee**. If an unbudgeted purchase is **\$100 or greater** it also requires **prior approval** from the **UUCS Board of Trustees**.

Steps for budgeted purchases made by someone other than the Committee Chair:

1. Send an email request to the appropriate **Committee Chair** or **Board Liaison** describing the proposed purchase.
2. **CC** the **UUCS Budget & Finance Committee** at finance@uusterling.org.
3. The Chair or Liaison will "Reply All" with approval or denial.
4. If the proposed expenditure is **\$500 or greater**, approval from the **UUCS Budget & Finance Committee** is also required and must be documented in the same email chain. This also applies to budgeted purchases made by the **Committee Chair** in case funds must be reallocated between bank accounts.
5. For a current list of Board Liaisons, contact board-president@uusterling.org.

Note: If approvals are required, the email chain must be attached to the **Expense Reporting & Reimbursement Form**.

4. Making Purchases

Once approval is granted, purchases may be made using either of the following church cards:

- **UUCS AMEX Card** – *Preferred*, as it earns cash-back benefits.
- **UUCS Truist Debit Card** – Use only when AMEX is not accepted.

To obtain a card:

- Contact **Carolina Terrazas**, Office Administrator (administrator@uusterling.org), or **Shelley Tamres**, Bookkeeper (bookkeeper@uusterling.org).
 - Complete the **Card Sign-Out Form** before use.
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5. Reporting Purchases

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After making a purchase, submit an **Expense Reporting & Reimbursement Form** (available on the UUCS website at uusterling.org/members) and attach **scanned or photographed receipts**.

On the form, select one of the following **Reasons for Reimbursement**:

- “I used UUCS’s credit card for a congregational expense and am notifying you for your records,” or
- “I used UUCS’s debit card for a congregational expense and am notifying you for your records.”

Attach all supporting documentation, including the approval email chain if applicable.

6. Reimbursement for Personal Purchases

If you used your **personal funds** to make a UUCS purchase:

1. Submit an **Expense Reporting & Reimbursement Form** via the UUCS website.
 2. Attach **scanned or photographed copies of all receipts**.
 3. Select: “I bought something for the congregation and want to be reimbursed.”
 4. Include the approval email chain if applicable.
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7. Payment of Invoices

If you ordered something for UUCS and need the congregation to pay the vendor directly:

1. Submit an **Expense Reporting & Reimbursement Form**.
 2. Attach the **invoice** and approval email chain if applicable.
 3. Select: “I ordered something for the congregation and need the congregation to pay the invoice.”
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8. In-Kind Donations

If you made a purchase with personal funds and do **not wish to be reimbursed**:

1. Submit an **Expense Reporting & Reimbursement Form**.
2. Attach scanned or photographed copies of all receipts.
3. Select: “I bought something for the congregation and want it recorded as a gift to the congregation.”
4. Include the approval email chain if applicable.

This allows UUCS to properly record the transaction as an **in-kind donation**.

9. Personal Charges Made in Error

If you mistakenly used a UUCS credit or debit card for a personal expense:

1. Immediately notify the Finance Committee at finance@uusterling.org.
2. Submit an **Expense Reporting & Reimbursement Form** describing the transaction.
3. Select: “I used UUCS’s credit card for another use and am submitting reimbursement to the congregation.”
4. Use the “Other Notes” section to explain how you will make repayment.

Reimbursement options:

- Mail a check to **UUCS, P.O. Box 1632, Sterling, VA 20167**
- Submit a labeled reimbursement in the **Sunday offering basket** (check memo or labeled envelope)

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- Use **PayPal** via the UUCS website → “Make a General Donation”
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10. Questions

Questions about this procedure may be directed to finance@uusterling.org.

11. Revision History

Version	Date Approved	Description of Change	Approved By
1.0	January 14, 2026	Initial release	UUCS Budget & Finance Committee & UUCS Board of Trustees
