

BEREAN BAPTIST CHURCH

Fayetteville, NC 28314

February 26, 2016

Memorandum for BBC/A Employees

Subject: Property Accountability

1. In order to establish accountability of non-expendable church and academy property to a much greater degree than previously done, I am directing the following policy change.

2. The church receptionist will create a chart that lists all purchases of non-expendable property valued at \$100 or greater. Non-expendable property includes, but is not limited to, computers, printers, phones, instruments, tools, projectors, furniture, bulletin boards, cameras, etc. The receptionist will keep a hard copy in a three ring binder and verify the purchases and accountability at all staff meetings.

Date	Description	Location	Cost	Originator	Responsible Agent
1/1/08	Projector #232323232	Gym-Ceiling	\$987.00	Jonathan Andrews	Jeff Woosley

3. If you are in doubt as to whether your purchase should be listed or not—list it. Serial numbers should be listed whenever appropriate. The receptionist will review what has been purchased during that last seven days at the staff meeting and staff members will use that weekly time to ensure that they are in complete compliance with this policy.

4. The church finance department will compare purchase orders with the chart to ensure an accurate property book is being created month by month.

5. When an item is returned, sold or given away (such as laptop computer) a note indicating the status of the item will be add to the record.

Proclaiming Christ,

Sean Harris
Senior Pastor

Cc: Church Clerk, Chairman of the BOD, Executive Pastor