

# **Church of the Epiphany Anglican Non-Liturgical Equipment Fund Policies and Procedures**

## **I. STATEMENT OF PURPOSE**

The purpose of this document is to establish a clear understanding of Church of the Epiphany Anglican Non-Liturgical Equipment Fund goals and guidelines for Epiphany members and Vestry Members. This policy involves only the Epiphany Non-Liturgical Equipment Fund. Epiphany Anglican's Gift Acceptance Policy (located at 3863 Centerview Drive, Suite 100, Chantilly, VA 20151) dictates our overall policies on the types of gifts accepted, donor confidentiality, and donor recognition and should be read in conjunction with this document.

The Non-Liturgical Equipment Fund will be established in the Epiphany budget and accounting system as a Restricted Gift line-item.

The Epiphany Vestry acknowledges its fiduciary responsibility in the prudent management of the Non-Liturgical Equipment Fund. The Finance Committee and Vestry should review this document on a periodic basis.

The intent of the Non-Liturgical Equipment Fund is to generate funds to cover certain furnishings and technology equipment that are non-recurring or unplanned purchases outside of the general operating budget and deemed necessary by the Rector and Vestry to carry out our mission. Below are examples of the types of items that would fall under the Non-Liturgical Equipment Fund:

- Classroom furnishings
- Kitchen appliances
- Office technology (desktops, laptops, printers/copiers, phones)
- Office furnishings

If a donor's gift restriction is for a specific item that falls in the non-liturgical equipment or supplies category and the gift is accepted, then Epiphany will separately record the gift within the Non-Liturgical Equipment Fund and develop a plan to expend the restricted gift in accordance with the donor's wishes within a timely manner. If funds are remaining from the gift after the donor's intended restricted purpose was met, then Epiphany will apply the remaining funds for another purpose within the Non-Liturgical Equipment Fund. Epiphany will not accept any funds with a restricted purpose that either does not fall within its mission or otherwise is an expenditure that is deemed unnecessary by the Rector.

## **II. EXPENDITURE PROCESS**

The Vestry and Finance Committee shall oversee the Non-Liturgical Equipment Fund disbursements as part of annual budget planning, monthly Finance Committee meetings, and discussions with the Rector. Disbursements from the fund are subject to the same approval process as unrestricted expenditures. The oversight shall include procedures to effectively

ascertain that restricted funds were appropriately expended in a timely manner and any unused restricted gifts were appropriately applied to other uses as defined by this policy.

### **III. FUND DISSOLUTION**

Dissolution of the Non-Liturgical Equipment Fund requires an approval by the Vestry. Prior to dissolution, all remaining funds shall be expended in accordance with the restricted purpose of the original gifts, and or broader fund purpose in accordance with this policy.

### **IV. AMENDMENT**

These Policies and Procedures may be amended by vote of two-thirds of the members present at a duly constituted meeting of the Epiphany Vestry.