



Title: Repair Expense
Policy #: 24
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	10/16/12		GUIDELINES FOR HANDLING REPAIRS

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to church staff and Church Council.

3 Policy

Repair expenses of under \$500 should be charged to the operating budget. Repair expenses between \$500 and \$2000 will be charged to the Capital Improvement Fund at the discretion of the Director of Church Administration. Repair expenses over \$2,000 require Church Council approval.

4 Procedure

Any repair that is needed must be reviewed with the Director of Church Administration. The DOCA will approve or deny the repair if it is within their scope based on the policy. If Church Council approval is needed and the repair is immediate, the DOCA will email Church Council for immediate approval.

5 Forms

None
