

**Delegation of authority of Financial Functions**

- I. Approval of expenditure claim forms:
  - a. Elders' Board Level:
    - 1. Departmental Elder;
    - 2. Finance Elder (or another officer in his absence); and
    - 3. Another officer.
  - b. Deacons' Board Level:
    - 1. Departmental Deacon;
    - 2. Finance Control Deacon (or Congregational Elder in his absence); and
    - 3. Finance Elder (or another officer in his presence).
- II. Signatories of Cheques:
  - Any two of:
    - a. Senior Pastor;
    - b. Vice-chairman of Elders' Board;
    - c. Secretary Elder; and
    - d. Finance Elder.