



Enon Reinvestment Scholarship Funds Distribution Process

- Once the scholarship recipients are announced each family should supply an acceptance letter to the college or university, and the first semester invoice for tuition, fees, and room and board to the Associate Pastor of Missions and Evangelism.
- A requisition, along with the aforementioned documentation, will be submitted to finance and a check made out to the college or university for the amount of the invoice and given to the family (not to exceed \$20,000). *By giving the check to the family, made out to the college or university we avoid any impact to other or future financial aid.*
- Any amount below \$20,000 will be held on account at the church until the second semester invoice is submitted. The same process will be executed for the amount of the invoice or the remainder of the funds amounting to a total of \$20,000.
- If a credit balance remains after paying the first and second semester invoices, the balance would be applied to the student's summer classes or third semester utilizing the same process.

This process will allow us to achieve the following objectives:

- Provide a \$20,000 scholarship to the three awardees
- Maintain Enon and Pastor Waller's integrity
- Meet the internal Finance Department protocol
- Satisfy both the Trustee Ministry internal audit criteria as well as the external auditors criteria

Respectfully Prepared by,
Nate Carr, Director of Operations
Everett Richardson, Finance Director
Tonya Odoms, Finance Manager
Valerie Harrison Esq., Legal Ministry
Reverend Kevin H. Murphy, Associate Pastor of Missions and Evangelism