

Sacred Christian Pilgrimage Organization Association

Budget Policy

1. Purpose of the Policy

This policy aims to:

- Ensure the efficient and transparent use of financial resources.
- Support the organization's objectives in preserving holy sites and churches worldwide.
- Provide a foundation for annual budget planning and financial performance monitoring.
- Allocate resources fairly according to geographical and programmatic needs.

2. Budget Allocation by Continent

To facilitate planning and geographical distribution of projects, the world can be divided into major continents, with an approximate budget allocation for each based on priority and number of projects:

Continent	Notes / Priorities
North America	Maintenance of historic churches and local pilgrimage centers.
South America	Support for old churches and heritage sites.
Europe	Major focus on ancient Christian and heritage sites.
Africa	Maintenance of churches and ancient relics, local awareness projects.
Asia	Support for ancient Christian sites and small communities.
Oceania	Maintenance of small churches and heritage sites.

Sacred Christian Pilgrimage Organization Association

3. Budget Structure

The organization's budget is divided into two main components: Program and Project Budget and Operating and Administrative Budget.

A. Program and Project Budget (70–80%)

Religious Site Maintenance and Restoration (50–60%)

- Restoration of churches and holy sites.
- Maintenance of architectural and historical structures.
- Purchase of construction materials for restoration.

Educational and Awareness Programs (10–15%)

- Awareness programs about Christian heritage.
- Development of educational materials and training courses for guides.
- Educational workshops for local communities.

Pilgrimages and Spiritual Visits (5–10%)

- Organizing well-planned pilgrimages for visitors.
- Providing specialized tour guides.
- Transportation and accommodation for visitors when necessary.

Historical Research and Documentation (5–10%)

- Documentation and photography of ancient sites.
- Publication of historical research and reports.
- Collaboration with historians and academics.

Sacred Christian Pilgrimage Organization Association

Emergency Fund and Future Projects (5–10%)

- Covering unexpected programmatic needs.
- Funding urgent maintenance projects.
- Providing financial reserves for long-term sustainability.

B. Operating and Administrative Budget (20–30%)

- Salaries of executive, administrative, and technical staff.
- Office rent, utilities, and general supplies.
- Technology, accounting, auditing, and legal services.
- Public relations, communications, and fundraising activities.
- Training and development of staff.
- Operating contingency reserves to cover unforeseen administrative expenses.

4. Budget Preparation and Review Procedures

- Project teams prepare annual needs estimates based on continent and site.
- Financial estimates are submitted to the finance department for integration into the overall budget.
- The budget is approved by the Board of Directors before the start of the fiscal year.
- Quarterly reviews ensure proper resource allocation and compliance.
- Transparent reports are shared with donors and supervisory bodies.

5. Principle of Transparency and Accountability

- All expenditures must be documented with official invoices and contracts.
- Semi-annual and annual financial reports are submitted to the Board and regulatory authorities.
- The organization commits to reporting both programmatic and operational expenses separately in financial statements, in compliance with nonprofit best practices and IRS Form 990 requirements.
- Compliance with U.S. nonprofit laws and tax reporting requirements is mandatory.

Sacred Christian Pilgrimage Organization Association

6. Criteria for Continent-Based Priority Evaluation

- Priorities for budget allocation per continent are determined based on:
 - Historical and religious significance of the site.
 - Size and needs of the local community.
 - Urgency of maintenance or restoration needs.
 - Number of ongoing and planned projects within the continent.
- These criteria are reviewed annually by the Planning Committee before budget approval.

7. Guidelines for Pilgrimages and Spiritual Visits

- Pilgrimages are included in the budget if they meet the following conditions:
 - Directly related to the organization's religious or heritage mission.
 - Accessible to multiple groups rather than individuals only.
 - All travel, accommodation, and staff costs are documented and approved.
 - Prior approval by the Board of Directors ensures compliance with tax regulations.

8. Conflict of Interest Policy

- Board members and executive staff must:
 - Disclose any personal interests that could influence budget decisions.
 - Refrain from voting or decision-making on projects where a personal interest exists.
 - Document all disclosures and approvals in official meeting minutes.

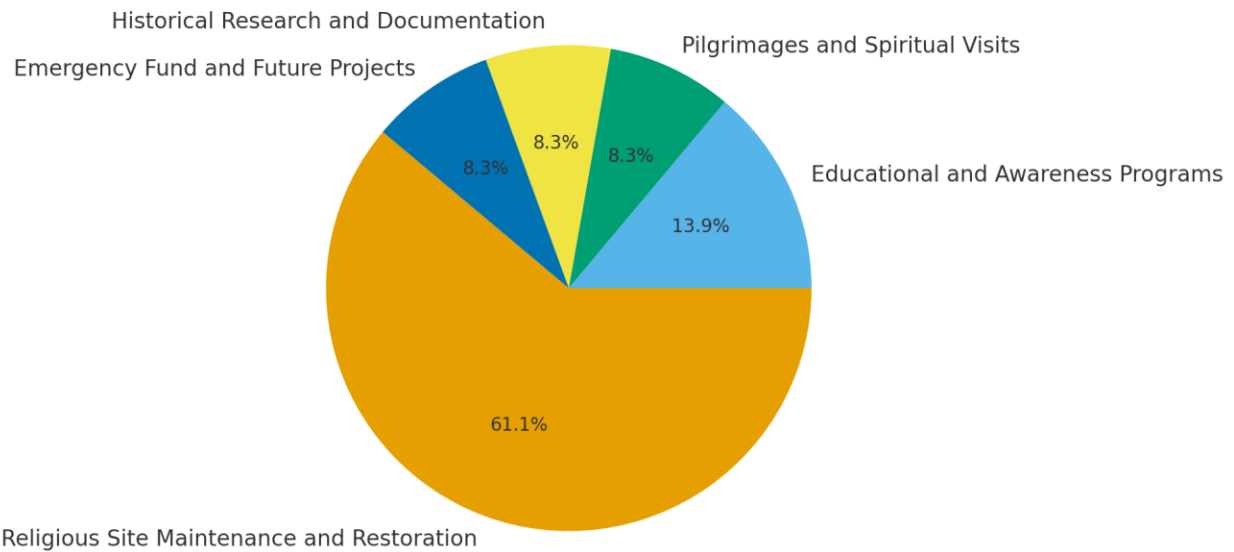
9. Our Exceptional Team

The organization is proud to have a highly dedicated and talented team, committed to preserving holy sites and Christian heritage around the world. Our staff and volunteers bring together expertise, passion, and unwavering integrity, ensuring that every project is executed with excellence and care. Their creativity, professionalism, and collaborative spirit are the foundation of our success and the driving force behind our mission to make a meaningful and lasting impact.

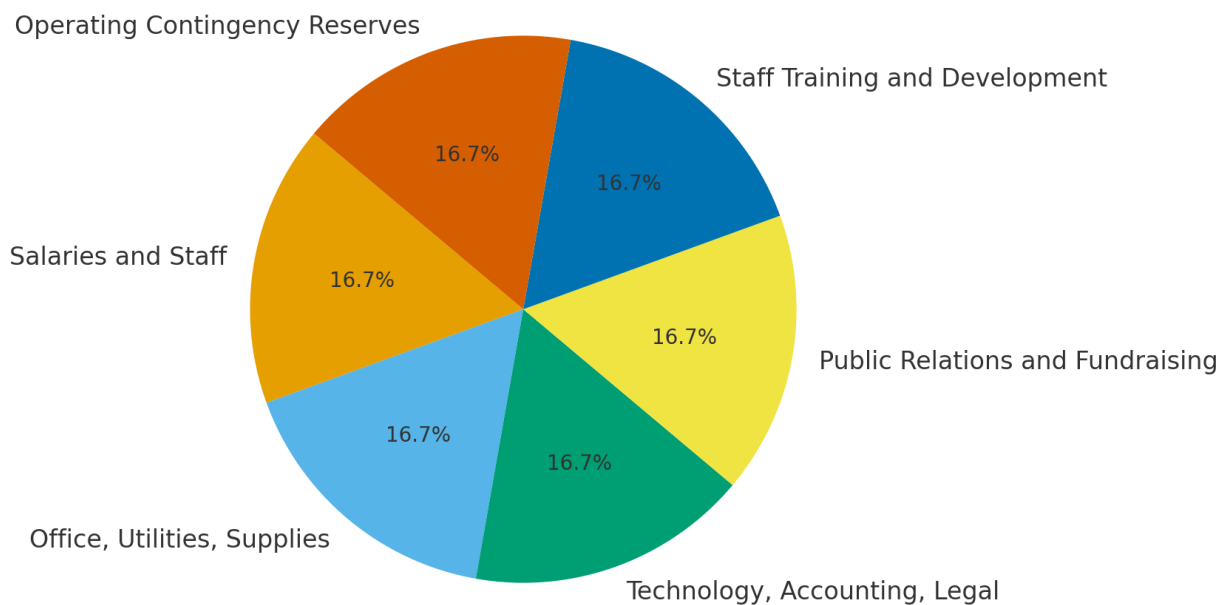
Sacred Christian Pilgrimage Organization Association

10. For Illustration Purposes Only

Program and Project Budget Allocation (750,000 of 1M)



Operating and Administrative Budget Allocation (250,000 of 1M)





Sacred Christian Pilgrimage Organization Association

11. Board Approval and Effective Date

The Board of Directors convened and officially approved this General Budget Policy of the organization on **March 1, 2025**. This policy is effective and enforceable from the date of signing and shall govern all budgetary planning, allocation, and financial management processes henceforth.

11. Approval and Signatures

Signature	Title	Date
	Executive Director	March 1, 2025
	Chief Technology Officer	March 1, 2025

