VII. Financial

A. **Submitting program receipts for reimbursement**

(Updated 2/2013)

Receipts for reimbursement should be submitted to the Treasurer in a timely manner and according to the following process.

1. Fill out the Check Authorization/Reimbursement Form (see Appendix G) with all required information:
   - The date and amount of the request;
   - The name and address of the person to whom the reimbursement check should be issued;
   - A brief description of the expense; and
   - the appropriate budget line for the expense (required).

2. The form must then be signed by an appropriate authority-e.g. for committee-level expenses, the committee chair must sign.

3. Attach the original receipt.

4. Submit these documents to the Treasurer for payment. A copy will be given to the appropriate committee chair, staff or minister.

Committees are strongly encourage to submit receipts for all expenditures, thereby setting a good practice and standard for the congregation by holding the entire community responsible for the cost of congregational life and church business.

The reimbursement process ensures an accurate reflection of the cost to support a given program. While in-kind donations are generous, our church’s budget should not rely on them.

B. **Budget Process and Calendar**

Augusta – September: Committee chairs are notified of their budget line item responsibilities.

September-October: Notify committee chairs of the need for annual budget proposals, and outline steps needed to prepare a budget request. Collect data needed for preparation of capital budget (Building and Grounds, Minister, Office Administrator.)

November-December: Collect budget requests from minister, committees and church office, and follow up as needed.

November or December: Begin monthly meetings for budget preparation
January-February: Prepare budget draft to be used in annual canvass. Draft should include different scenarios needed to fund 1) current services, 2) results of “zero increase” budget, and 3) expanded staffing.

February: Annual stewardship campaign (pledge drive) is launched with a congregation wide event.

March: Present preliminary budget recommendations to board.

April: Present revised budget outlook based on canvass results and updated financial report.

May: Board adopts final budget proposal for submission to congregation.

June: Congregation votes to adopt the budget at the Annual Meeting.

C. Policy on Church Fundraising

Adopted by Board: October 7, 2013

Members of the congregation are encouraged to initiate fundraising activities on behalf of the church within the following parameters:

1. The leader of the activity shall fill out the fundraising application form (Appendix H).

2. A fundraising application for each fundraising activity shall be submitted to Fundraising Co-Chairs for approval, coordination with other events and record-keeping purposes.

3. If the fundraising activity is a one-time event held at the church, the room or rooms should be reserved in advance through the church office.

4. During the Sunday Coffee Hour a maximum of two separate fundraising activities may take place in the Fellowship Hall at one time.

5. Every fundraiser initiated by a child shall be led by a sponsoring adult who fills out and signs the application form and coordinates with the church office to get the event on the church calendar.
6. The person sponsoring the fundraiser is responsible for publicizing the event. The Office Administrator will assist by providing a listing of newspaper contact information when the application is approved.

7. For the purposes of keeping track of money raised for the church, the leader of each activity shall notify the Fundraising Co-Chairs in writing or by E-mail of the total amount of money an event raises.

8. The Fundraising Co-Chairs shall keep a running total of money raised and notify the Church Treasurer in writing each time fundraising money is given to the church office.

The church should receive some benefit from all fundraising, although it doesn’t need to be financial. Except for children’s school and scouting fundraisers, UUCC should receive a minimum donation of 10% of all fundraising proceeds. A non-financial contribution (such as volunteering an hour) can be given. On the application form each fundraising activity will be clearly marked as to who is benefiting and how UUCC will benefit from this activity.