

THE GREECE
UNITED METHODIST
CHURCH
Finance Committee

Money Handling Guidelines for Fundraisers

To assure accountability and foster transparency, money that is collected for fundraising, educational events, or fellowship functions should be counted, deposited and disbursed and reported as outlined here.

- 1) The ministry or the project for which the money is being raised should be decided in advance, communicated to the Financial Secretary, and publicized ahead of time (e.g. general fund, youth ministries, sanctuary sound system...).
- 2) One person should be designated to be in charge of handling of the money for the event. This person should inform the Financial Secretary and the Treasurer about the event in advance. They should agree on details of turning over or depositing collected funds. The voucher process should also be reviewed.
- 3) Money collected from donations or sales should be counted after each collection day by two persons and placed with a signed record of the count in a sealed envelope. (Keep a copy and provide a copy to the Financial Secretary.) The sealed envelope should be:
 - Secured in the office safe, or
 - The locking file cabinet in the counting room, or
 - Deposited in the bank (deposit slips and deposit bag in the counting room file cabinet).**Let the Financial Secretary know that the money is in the file, safe, or bank night deposit.**
- 4) Unless an outside vendor must be paid upon delivery, no expenses should be paid or reimbursed from the cash collected. Collect receipts and voucher payments through the treasurer. (This is a general UM guideline.)

Complete these steps as soon as possible after the event. (Within two weeks as a goal.)

- 5) Submit vouchers to pay or reimburse event expenses and disburse proceeds as appropriate.
 - Use the standard GUMC voucher form or equivalent. (Folder in Treasurer mail box.)
 - Attach invoices or receipts.
 - Place the completed form in the Treasurer's mail box.
- 6) Prepare an event summary report to be shared with the ministry team, the Financial Secretary, the Treasure and the Finance chair. Include:
 - A brief description of the event,
 - The total money collected,
 - All known expenses,
 - The net proceeds and their disposition.
- 7) Report the summary results to the congregation (bulletin announcements, newsletter ...).