

DISASTER RESPONSE FUND (July 2018) – PRESBYTERY OF SANTA BARBARA

Approved by Presbytery: XXXXXXXXXX

The Presbytery Disaster Response Fund (“PDR Fund”) was established by the Presbytery of Santa Barbara shortly after the Thomas Fire disaster of late 2017 and also addressed the Debris Flow disaster of early 2018 in the greater Santa Barbara communities. The Presbytery Disaster Response Task Force (“Task Force”) was established to administer the fund. The PDR Fund received contributions, and the Task Force approved disbursements prior to the establishment of formal, written financial guidelines. It is believed that those receipts and disbursements were, however, generally consistent with the principles eventually set forth herein. This document contains the formal documentation of the financial guidelines of that PDR Fund.

The Presbytery Disaster Response Fund (as of July 2018) is a “designated fund” maintained and administered under the terms and designations stated herein. The PDR Fund is designated as to purpose in order to receive and disburse cash consistent with the purposes as established by the Presbytery of Santa Barbara’s Disaster Response Task Force. Additional specific purposes and management of the fund include the following:

- The fund will receive cash contributions from donors intending to contribute to the PDR Fund (including individuals, churches of the Presbytery, outside organizations, and fund-raising activities);
- The fund assets will be disbursed as determined by the Task Force, who shall approve all disbursements from the fund;
- The Task Force shall approve funds for disbursement only as consistent with the principles contained herein;
- The PDR Fund assets will be disbursed for the purposes of providing assistance and recovery for and from the Thomas Fire of 2017 and the commensurate Debris Flow in Montecito of 2018;
- The disbursement of the PDR Fund assets shall more specifically be in response to the needs of/for
 - Individuals and families having immediate and near-term disaster-related expenses; and/or
 - Immediate and near-term emotional, psychological, and spiritual care needs within the disaster impacted communities;
- In the event that the Task Force wishes to disburse funds to an organization not part of the Presbytery of Santa Barbara and such organization is addressing the recovery from the above identified disasters, the Task Force shall conduct a diligent investigation in order to ensure that the eventual utilization of funds remains consistent with the purposes identified herein;
- In the event that immediate and near-term disaster-related expenses, including emotional, psychological and spiritual needs of the impacted communities, no longer require support funding and the PDR Fund has remaining financial assets the Task Force shall provide a written proposal for use of the remaining PDR Fund assets in support of longer-term recovery needs related to the aforementioned, two 2017-2018 disasters. Such written proposal shall be presented to the Presbytery of Santa Barbara for approval;

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- In the event that no further needs are identified which can reasonably be justified as related to the above identified two disasters the balance remaining in the PDR Fund shall be determined, and its disposition shall be subject to approval by the Presbytery of Santa Barbara. Such disposition shall be to a fund established with a written description and controls and shall be of a general purpose that does not violate the general spirit of this fund.

The Treasurer of the Presbytery of Santa Barbara shall receive contributions that have been properly and explicitly designated for the PDR Fund and deposit them into a bank account in a timely manner. The Treasurer shall disburse payments which have been requested and documented by an appropriate voucher/receipt and are formally justified and documented (form attached) to be consistent with the purposes stated above.

The Treasurer shall maintain good accounting records. General Ledger entries shall be maintained allowing for clear and discreet identification and accounting of the PDR Fund. The accounting records shall be maintained in accord with the Presbytery of Santa Barbara's financial policies and shall be included as part of Presbytery of Santa Barbara's annual financial review process. The Treasurer shall include the financial status of the PDR Fund within the normal financial reporting requirements of the Presbytery.

**PRESBYTERY OF SANTA BARBARA
PRESBYTERY DISASTER RELIEF FUND**

FUNDING REQUEST AND JUSTIFICATION

Fill out this form and forward to Chair of Presbytery Disaster Relief Task Force for review and approval

Person/Organization Proposed to Receive Funds (include address, email and phone contact info for person/organization to be funded):

Description and justification for Use of Presbytery Disaster Relief Fund, specifically:

Describe how funding this request is aligned with the role and mission of the Santa Barbara Presbytery:

Date by which funding is needed:

Disbursement Requested By: _____, Date: _____

Approved By: _____, Chair of Presbytery Disaster Relief Task Force

Approved: YES / NO Reason if not approved:

Reviewed By: _____, Treasurer