

The United Church of Christ in New Brighton has two Endowment Funds:

- Special Ministries and Missions Projects Fund
- Stewardship Education (Continuing Stewardship)

The monthly Treasurer's Report documents the moneys available for each Fund. The Committees of the church are primarily responsible for developing plans to use the financial resources available for each Fund and for reviewing the plan(s) with the Council before proceeding to implement their plan(s). Individual members of the congregation may bring project ideas to any of the Committees or directly to the Council for approval.

For any given project, the Committee or individual bringing it to the Council should briefly document the **Objective**, the **Budget** (tentative) and the **Timeline**, using the Endowment Request Form (page 2) and present it to the Council at a regular meeting. The review by the Church Council is intended to ensure that there is awareness of the plan and to minimize unintended consequences. Once the review has taken place the responsible committee or individual may proceed. A member of the Committee (Committee Representative) or the individual (Project Manager) submitting the request, shall be responsible for moving the Endowment Request Form (Form) through the process outlined below.

- After the review by the Church Council, a copy of the Form, signed by the Council Chair, should be sent to the Planned Giving Committee Chair for their information.
- When financial resources are confirmed and needed, a request should be made to the Treasurer using the standard UCCNB process for requesting the payment of invoices and the reimbursement of expenditures. The Accountant will make initial payments from cash reserves. A copy of the Expense Reimbursement Request form(s) should be attached to the Form.
- Upon completion of the project, the final costs should be documented on the Form and signed by the Treasurer. The Form with attachments should be forwarded to the Planned Giving Committee Chair who will have the moneys moved from the Endowment funds held at United Church Funds to UCCNB's Bremer Bank account.
- This form, and any other documentation related to the project should be stored in the Endowment File in the Church Office

It is important that each of these steps be followed to avoid miscommunication or assumptions, and to track the process. **The deadline for requesting Endowment moneys is December 15 of each year.**

Endowment Request Form

Date: _____ Fund: _____

Committee Representative or Project Manager: _____

Proposed Use: _____

Objective(s):

Budget (with documentation):

Timeline:

Church Council Review:

Council Chair Signature: _____ Date: _____

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- **Payment or Reimbursement Request to Treasurer with invoices or receipts**

Committee Representative or Project Manager: _____

Date: _____

- **Final Cost of Project to be paid:** _____

Payee(s): _____

Date of completion: _____

Treasurer Signature: _____

- **Endowment Disbursement Request to United Church Funds**

Planned Giving Chair Signature: _____

Date: _____

- **Copies of documentation stored in Endowment File** Date: _____

Notes: _____
