

Petition to Fundraise
for all committees or task forces (except Religious Education)
Unitarian Universalist Church of Bloomington, Indiana

The purpose of this form is to gather information so that we can decide whether to approve a fundraising event by a committee or task force.

After completing this form, return electronically or on paper to Church Administrator Carol Marks, admin@uubloomington.org. She will need about a week to see if we have permission, and then will let you know.

Social Justice Task Forces: Please also let Social Justice Circle chair Jackie Hall know you are planning this fundraiser, by emailing her at jmhall@indiana.edu

Today's Date: _____

Contact person:

_____ Phone: _____

E-mail: _____

Name of fundraising event:

Date, Time, and Place of event: (Before submitting this form, contact the church office, admin@uubloomington.org, to reserve space for your event, if you need space for it.)

Purpose of the Event. Why are you raising these funds?

Name of committee or task force that is sponsoring event:

Did the committee or task force vote on whether or not to organize this event, and if so what was the result of this vote?

Will a representative of the committee or task force be prepared to answer questions about this fundraiser? If so, who? What is the best way to contact him or her?

How will money be collected?

Where will money be transferred and how will this be accomplished?

(Please continue on extra page if needed.)

Please describe the purpose of this fundraising event:

Please see the church's Fiscal Manual, attached, for information on how to handle cash and checks from fundraising.

Please give additional information that you believe would be helpful:

-- If you have questions about this form, please contact the Church Administrator, Carol Marks, admin@uubloomington.org.

COMMITTEE CHAIR OR TASK FORCE LEADER: SAVE THIS INFORMATION FOR REFERENCE

Fiscal Manual *Unitarian Universalist Church of Bloomington, Indiana*

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer and Accountant will investigate any *outstanding checks*.
4. Chase Bank confirmed that no checks made payable to “UU Church” will be cashed at any of their branches—these will be deposited to our account only.
5. **No original financial documents** such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the account numbers are redacted and copies are destroyed after use. *Some original financial documents may need to be kept offsite if staff are working from home due to a pandemic or other emergency.*
6. The church’s **credit card** may be used only with the direct supervision of the church administrator. *Staff members making a purchase using a church credit card must provide the church administrator with complete documentation about the date of the transaction and the amount, plus the budget line to be charged, printed on paper or sent via email* to the church administrator within one hour of the purchase being completed. The church administrator and Treasurer will audit the credit card statement carefully on a monthly basis.

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals unrelated by blood or marriage will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit. *This policy may be adjusted for pandemic conditions.*
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

1. Petty cash funds for General Petty Cash (Church Administrator) will be reconciled monthly by someone other than the petty cash custodian.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped “paid” and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website on an unannounced monthly basis. Username and password will be provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

Money Management Rules: How to Handle Cash from Fundraising

Top 4 Guidelines

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not reimburse expenses out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

Details

1. If you need start up change contact the Church Administrator, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.

2. Turn in any cash and checks to the secure drop box or a staff member within 24 hours of each event.

3 – 4. Trackability and accountability are important.

- Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
- Use Check Request Vouchers **or similar email** to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
- Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for reimbursement checks to be generated. These vouchers and receipts **or a scan or photo of them** should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
- Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$50), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, Green Sanctuary coffee sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a locked location when not in use.

Questions, please see the Church Administrator or the Treasurer.

Revised 8-15-2022

