

Unity North Atlanta
Policy and Procedure

Policy Name: UNA and Ministry Events Policy	Date Created: August 28, 2014
Policy Number: UNAC-140001	Date Approved: September 29, 2014 Renewed January 18, 2018
Category: Financial Management	Expiration Date: January 18, 2021
Approved by: Policy & Procedure Committee Finance Committee Board of Directors	Revision Date: July 15, 2015 January 18, 2018

Purpose of Policy: All fundraising events will follow the same protocol with regard to approval of event, management of the event, oversight and collection of funds, reimbursements and offerings.

Unity North Atlanta acknowledges that the normal practice of financial operations of the community is for members to give their tithes and offerings through the general fund of the community. These tithes and offerings include fundraisers provided by the various ministries of Unity North Atlanta.

Unity North Atlanta also acknowledges that these ministries operate under the guidance of Unity North Atlanta and their purpose is to support, enhance and implement the mission and vision of this community.

Types of Fundraisers:


1. **UNA Sponsored:** 100% of proceeds go into the UNA's Operating Fund after expenses are paid. (examples include Major Speaker Events, UNA sponsored dances.)
2. **Ministry Sponsored:** 75% of proceeds go to the Ministry Fund and 25% of proceeds go to the Operating Fund AFTER expenses are paid. (Examples include Ministry Lunches and Ministry Sponsored Festivals and Fairs, Workshops.) "Expenses" are defined as any expenses incurred by the Ministry for the purpose of the Ministry Sponsored Event (i.e., food, event supplies, speaker transportation).
3. **Ministry Participation in an event sponsored by another Ministry or by UNA:** 100% of proceeds go into the Ministry Fund after expenses are paid. Those ministries who choose to establish a fundraising booth, table, etc. for the benefit of their respective ministry within an event established by UNA or another ministry shall retain all of the funds raised net of expenses. (Examples include purchasing a table at a Festival or Fair as a means for selling products.)

Procedures for Fundraising Events:

1. All Fundraising requests must go through the Office Manager. The Office Manager will bring all requests to Staff Meeting for discussion and review by the Staff.
2. Once approved, the Event Coordinator will be notified.
3. All Ministry Fundraisers are to be organized and run by Volunteers. Staff will be responsible for contracts and oversight of cash management.


Procedures for Handling Funds Raised:

1. The Ministry Lead for the Event is responsible for all funds raised and all expenses incurred with oversight by Executive Director or Staff Member assigned by the Executive Director.
2. All funds raised are to be turned into the UNA Accounting Office during or at the conclusion of the event.
3. All funds will be deposited into the UNA Operating Fund or UNA's Ministry Fund (whichever is applicable).
4. The Accounting Manager will be responsible for keeping accurate records of all Ministry accounting ensuring that funds deposited are reflected in the individual Ministry category.
5. All expense receipts are to be turned in no more than 5 days after the event and must be accompanied by a check request form.
 - a. In the event of an extraordinary expense, a check request for the anticipated amount may be turned in. Once it has been validated that there are enough funds in the corresponding ministry account to cover the extraordinary expense and it is approved by the Executive Director or the Finance Committee Chair, a check will be written. The receipt and any remaining change are to be turned in to the Accounting Manager no more than 5 days after the Event.
 - b. In the event that there is not enough money in the individual Ministry account to cover the costs of the Event, the Executive Director or Finance Committee Chair will have the discretion to approve expenses to be paid from the UNA's Operating Fund with the stipulation that reimbursement will be made from the proceeds of the Event.
6. Once accounting for the Event is complete, a statement will be provided to the Events Coordinator showing a full financial accounting of the Event.
7. All Fundraisers are subject to the control and discretion of the Board of Directors of Unity North under the guidance of the Finance Committee. The Board of Directors may, at any time, consider a different purpose for the Funds received from a Fundraiser but at all times the purpose must be in the best interest of Unity North at large. The Board of Directors may consider recommendations to this Policy and Procedure but is under no obligation to honor such recommendation. All decisions will be written and verbally communicated to the Event Coordinator.
8. A quarterly report will be provided to each Ministry showing revenue and expenses. Any reconciliation required must be approved by the Executive Director and/or Finance Committee Chair.
9. This Policy supersedes all other policies, procedures, verbal or written agreements.


Chair, Board of Directors

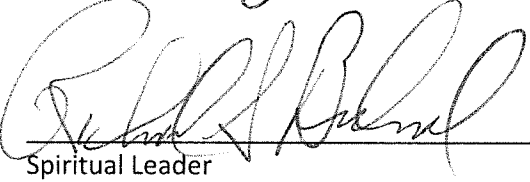
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