

Financial Practices of LRUCC Auxiliary Organizations

Background: Article XIII of the LRUCC Constitution and By-Laws states that all organizations connected with the church and using its property, facilities, and equipment are regarded as integral parts of the church and under its general supervision. In that regard, it is considered appropriate to articulate some basic principles and practices for financial matters involving these organizations.

Basic Principles:

1. Although these organizations operate independent of the established organization specified in the By-Laws, all auxiliary organizations should come under the general overview of either an established Board or Committee, or of the Council, itself.
2. The LRUCC Treasurer is responsible for all moneys involved with the Auxiliary Organizations, except as specified by the Congregation, in accordance with Article IX, Section 7 of the By-Laws.
3. The policies and practices below apply whether the activity has an established pricing structure or the collection of money is on a voluntary, free will, basis.

Policies & Specific Practices:

1. The nature of oversight of Auxiliary Organizations by an established Board, Committee, or the Council includes determination of:
 - a. Whether the activity is expected to be revenue neutral, to be subsidized with additional funding, or to earn revenue over the long term.
 - i. In the event that an Auxiliary Organization's activities earn net revenue, the Council should approve the disposition of the surplus revenue.
 - b. Who is authorized to approve vouchers for payment.
 - c. The nature of expenses directly related to the activity of the organization. All expenses other than those directly related to the main activity of the organization must be approved by the appropriate official LRUCC organization.
 - d. Whether the activity is appropriately covered by LRUCC's insurance and legal protections.
2. All money involved will be processed through the LRUCC financial system. Specifically:
 - a. All revenue collected should be put in the safe in the LRUCC office in an envelope labeled as necessary to identify the source of the money, and
 - b. All funds disbursed should be processed using a voucher.
3. Funds collected can be in the form of cash or checks, made payable to Little River UCC, with an appropriate notation in the memo line. In special cases, and with prior coordination, funds can be collected by people using their credit or debit cards.
4. Funds disbursed will generally be by check from LRUCC.
5. Two unrelated people should be involved with the custody and handling of any cash, until it has been counted and put in the LRUCC safe.

6. Unless specifically approved by the LRUCC Finance Committee the person approving an expenditure should not be the payee or related to the payee.
7. All reimbursements must be supported by receipts.
8. All disbursements other than reimbursements must meet applicable tax requirements, with W-9 forms on file in the church office and Form 1099s issued as required.
9. All gifts or tangible recognition given to LRUCC members shall be in accordance with the policy for recognition of volunteer service approved by the Council.

Approved by the Church Council on August 14, 2013