

## Fund Raising Activities

**All** Fund Raising Activities must **first** be approved by the Vestry with the purpose and the deposit of funds being designated. Once approved, the activities may continue until the Vestry requests the cessation of said activity.

At the conclusion of each Fund Raiser, the chairperson or his/her designee shall follow the **Deposit Procedures – Other than Sunday Offering**.

The proceeds from the Fund Raiser, if designated for the Operating Account, are posted as **Fund Raiser Income** under the specific sub Line Item; i.e. Operating Account/Income --Fund Raiser/Book Sales.

If the proceeds are designated for a Restricted Account/Fund, then the deposit amount is posted to said specific **Fund Income**; i.e. Outreach Fund Income/Beef Stew.

If there is no specific Income area, then the deposit amount is posted to the **Operating/Expense Line Item** or **Restricted/Expense Fund**; i. e. Water Bottle Sales – to Operating/Hospitality.

**Expenses** incurred for Fund Raising are to be posted to the specific activity. A **Reimbursement Request Form** is to be submitted for each different fund raising activity in a timely manner **(within 30 days of occurrence)**.

**No Cash Advances will be issued for any activities.**

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