



The United Church of Canada
L'Église Unie du Canada



EMMANUEL UNITED CHURCH - FINANCIAL MANUAL

VERSION 2016, REV 0

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RECORD OF AMENDMENTS

Record of Amendments

Amendment No.	Date Inserted	Inserted By
Original	1980 (approx.)	Malcolm Brooks
Revision	1 Feb 1994	John Hughes
1	1 Jan 2000	Tom Kannemann
2	15 June 2002	Jon Jones

VERSION-2005

Revision No	Date	Inserted By:	Comments
0	October 2005	John Anderson	Completely revised and updated
1	April 2009	Ross White	Revisions and additions to 2.1.6 6.1.1, 5.2.4.5, and 6.1.1.1

VERSION-2016

Revision No	Date	Inserted By:	Comments
0	June 2016	Tom Kannemann	Revisions to: Spending Authorities (4.1.1); Fundraising (5.5); Financial Review or Audit (9.); editorial changes throughout. Raffles Policy added (Appendix E)

INTRODUCTION

1. Introduction

1.1 AUTHORITY

Emmanuel United Church is a Registered Charitable Organization as defined by the Income Tax Act. (Registration Number 11889-9368-R0001).

In accordance with the Constitution of Emmanuel United Church, this Financial Manual has been prepared by the Finance Committee and approved by the Council of the Congregation.

This Manual defines the policies and procedures for the management and administration of the finances of Emmanuel United Church.

1.2 POLICY

The Finance Committee is responsible for the publication and maintenance of the Financial Manual.

The Finance Committee and Council shall approve all amendments to this Manual.

Each amendment to this Manual shall be recorded in the Amendment Register, dated and distributed with amendment instructions to the current holders of copies of the Manual.

A member of the Finance Committee shall hold the master **paper** copy of the Financial Manual. Minutes of meetings, etc., that affect financial authorities, policies and procedures, shall be filed and retained at the back of the master **paper** copy until the pertinent pages in the Manual can be amended.

This individual shall also retain the master soft copy of the Financial Manual. A backup soft copy shall be deposited in the Church Office

INTRODUCTION

Additional hard (paper) copies of the Financial Manual shall be made available to:

- a. Chair of Council;
- b. Treasurer;
- c. Chairperson of the Finance Committee, and
- d. Church Office.

The copy of the Manual held by the Church Office shall be available for reference by other interested parties at the discretion of the Church Secretary.

2. FINANCIAL MANAGEMENT

2.1 RESPONSIBILITIES

2.1.1 Congregation

Emmanuel United Church is a pastoral charge in the Ottawa Presbytery of the Montreal and Ottawa Conference of the United Church of Canada.

The mission of the church is as stated in the Constitution of Emmanuel United Church.

The Congregation is the ultimate decision-making body within the church.

2.1.2 Council of the Congregation

The Council of the Congregation is that body of persons elected by the Congregation to be representative of it and to carry out the business of the Congregation between Annual Meetings.

2.1.3 Executive of Council

The Executive of Council carries out the business of Council between Council meetings.

2.1.4 Board of Trustees

The Board of Trustees shall hold in trust on behalf of the Congregation all lands, premises and chattels acquired for the use of the Congregation.

FINANCIAL MANAGEMENT

2.1.5 Finance Committee

The Finance Committee is responsible for the administration of the Church's finances on behalf of Council.

2.1.6 Standing Committees

The standing committees of Council are responsible for the stewardship of those budgetary line items falling within their respective areas of responsibility, following the policies and procedures defined in this Manual. Likewise, custodians of Segregated Funds (as identified in the Church's Annual Report) are responsible for the stewardship of their respective funds.

2.1.7 Treasurer

The Treasurer is an officer of the Congregation. He/she is responsible for the day-to-day administration of the Church's finances, reporting both to the Finance Committee and to Council. The Treasurer shall be elected by the Congregation on the recommendation of the Finance Committee. The Treasurer may be assisted by a Bookkeeper. The Treasurer shall be a member of the Finance Committee. Appendix A provides a description of the Treasurer's duties.

2.1.8 Envelope Secretary

The Envelope Secretary is an officer of the Congregation. He/she is responsible for recording donations and other revenues in support of the Church's activities, for issuing the appropriate receipts and for maintaining confidentiality, reporting both to the Finance Committee and to Council. The Envelope Secretary shall be elected by the Congregation on the recommendation of the Finance Committee. The Envelope Secretary may be aided by an assistant appointed by Council. The Envelope Secretary shall be a member of the Finance Committee.

FINANCIAL MANAGEMENT

2.2 POLICY

All financial activity in Emmanuel United Church shall be carried out in accordance with the specific authorities defined in this Manual. Where authority is lacking or unclear, the Finance Committee shall raise the matter with Executive of Council, Council or the Congregation as appropriate.

The Finance Committee shall ensure that the Church is at all times in compliance with the Income Tax Act and other Canada Revenue Agency regulations pertaining to Registered Charitable Organizations.

The Church's fiscal year shall be the calendar year.

The Finance Committee shall arrange for an annual Financial Review or Audit of the financial affairs of the Church in accordance with Section 9 of this Manual.

2.3 PROCEDURES

2.3.1 Finance Committee

The responsibilities of the Finance Committee, including those of the Treasurer and the Envelope Secretary, are as follows:

- a. To prepare an annual budget in consultation with committee chairpersons and with Council and present the budget at the Annual Meeting for approval by the Congregation; (See Section 3.)
- b. To collect, disburse, invest and record Church funds; (See Sections 4 and 5.)
- c. To maintain a record of individual contributions and issue official receipts for income tax purposes; (See Section 5.2.)

FINANCIAL MANAGEMENT

- d. To keep the Council and Executive of Council informed of the financial position of the Church and, when deemed necessary, to make recommendations concerning the sound administration of Church funds; (See Section 6.3.)
- e. To respond to financial questions and concerns from the Council and Executive of Council, standing committees and members of the Congregation;
- f. To administer the finances of the Church Office; (See Section 7.)
- g. To oversee the safeguarding of supplies, office equipment, financial records and other Church assets; (See Section 8.)
- h. To administer the annual financial canvass; (See Section 5.3.)
- i. To present annual financial statements at the Annual Meeting for approval by the Congregation; (See Section 6.3.)
- j. To bring forward recommendations for amendments to this Manual as required to maintain compliance with the Income Tax Act and Canada Revenue Agency regulations pertaining to Registered Charitable Organizations;
- k. To comply with the reporting requirements prescribed by Canada Revenue Agency for Registered Charitable Organizations;
- l. To respond to the annual United Church of Canada Statistical Questionnaire.

BUDGETARY PROCESS

3. BUDGETARY PROCESS

3.1 POLICY

The Finance Committee shall prepare a budget for the forthcoming year.

Forecast expenditures shall be obtained through consultation with the committee chairpersons and, where applicable, Segregated Fund custodians.

The results of the annual financial canvass (See Section 5.3.) in conjunction with a year-end estimate of total envelope contributions shall determine the level of givings revenue that may be budgeted for the forthcoming year.

The Finance Committee shall present the budget for approval at the Annual Meeting of the Congregation.

3.2 PROCEDURES

3.2.1 Finance Committee

ANNUAL BUDGET PROCESS

MONTH	ACTIVITIES
Early Sept	Issue a letter to all committee chairpersons requesting a preliminary expenditure forecast for the forthcoming year. This letter should contain instructions as to the format of the submission and any particular financial challenges anticipated;
Late Sept/ Early Oct	Receive preliminary expenditure forecasts from the committee chairpersons;

BUDGETARY PROCESS

MONTH	ACTIVITIES
October	<p>Compile an overall preliminary expenditure forecast for the Church as a basis and guide for the annual financial canvass;</p> <p>Present the preliminary expenditure forecast to Council or Executive of Council (whichever body meets in October);</p>
November	<p>Participate in the annual financial canvass seeking pledged donations for the forthcoming year;</p> <p>Participate in Stewardship Sunday;</p>
December	<p>Review the results of the annual financial canvass;</p>
January	<p>Based on envelope contributions for the past year and pledges received for the new year, draft a proposed budget including anticipated revenues;</p> <p>If necessary, adjust the forecast expenditures in consultation with the Agenda Planning Committee, the Executive of Council, Council and committee chairpersons;</p> <p>Present the proposed budget to Council or Executive of Council for comment and recommendation;</p> <p>Provide the proposed budget to the Church Office for insertion in the Annual Report;</p>
February	<p>Present the proposed budget for approval at the Annual Meeting of the Congregation.</p>

BUDGETARY PROCESS

3.2.2 Standing Committees

ANNUAL BUDGET PROCESS

MONTH	ACTIVITIES
May/June	Plan the activities of the committee for the forthcoming year and estimate the financial resources required for each activity;
Sept/Oct	Submit a preliminary expenditure forecast for the committee to the Finance Committee;
December	If requested, review the results of the annual financial canvass with the Finance Committee and make adjustments to the committee expenditure forecast, as necessary;
January	Consider further adjustments to planned expenditures, if consulted again by the Finance Committee.

4. EXPENDITURE CONTROL

4.1 POLICY

Expenditures are controlled by identifying the responsibilities of those involved in the process and by delegating corresponding authority to them. The following two categories of authority are recognized:

- a. Spending authority, and
- b. Payment authority.

4.1.1 Spending Authority

Spending authority is delegated to committee chairpersons to incur expenditures against their committee budgets, and to segregated fund custodians according to the approved Terms of Reference for each fund.

In the committee chairperson's or segregated fund custodian's absence, the Chair or Vice-Chair of Council may exercise spending authority.

Each committee is responsible for ensuring that expenditures are incurred only for the committee's budgeted activities and that expenditures do not exceed the total committee's budgeted amount for the year. However, a committee may over-expend its total budgeted amount subject to the following annual limits:

Up to **\$300** - All committees other than Property and Grounds

Up to **\$5,000** - Property and Grounds Committee

EXPENDITURE CONTROL

Any proposed expenditure of \$300 or more on an activity (\$5,000 or more for the Property and Grounds Committee) that is not budgeted or that will result in an over expenditure of the committee's total budget shall be submitted for prior approval through the Finance Committee to the following authorities according to the following limits:

Up to \$1,000	Chair or Vice-Chair of Council
Up to \$5,000	Executive of Council
Up to \$20,000	Council
Over \$20,000	Congregation

The custodians of Segregated Funds are to ensure that expenditures are incurred only for approved fund purposes and within specified restrictions that their funds do not fall below a zero balance and, for the Capital Fund, the Amalgamation Fund, and the Outreach Discretionary Program Fund that expenditures do not exceed budgeted amounts. The over-expenditure thresholds and rules specified above for committee chairs also apply to the custodians of the Capital Fund, the Amalgamation Fund and the Outreach Discretionary Program Fund.

Each month the Finance Committee shall review the expenditures of each committee and segregated fund against the budget. If it appears that a committee's budget or a segregated fund's budget may be exceeded before the year end, the matter shall be reviewed with the appropriate committee chairperson or segregated fund custodian.

For expenditures that do not fall within the scope of any committee budget or segregated fund terms of reference, the Chair or Vice-Chair of Council may authorize such expenditures up to a limit of \$1,000 in any year.

4.1.2 Payment Authority

Payment authority is delegated to the Treasurer on behalf of the Finance Committee:

EXPENDITURE CONTROL

- a. For payment of budgeted and/or duly authorized expenditures, and
- b. For remitting funds received to designated external charities, normally in response to appeals for contributions.

Before preparing a cheque in response to a "Requisition for Payment", the Treasurer shall ensure that:

- a. The expenditure was incurred for a budgeted and/or authorized activity, and
- b. Payment will not cause the committee's total budget and over-expenditure limit (4.1.1) to be exceeded, or the segregated fund balance to drop below zero.

4.2 PROCEDURES

4.2.1 Committee Chairpersons and Segregated Fund Custodians

Except in the case of utility bills, payroll, contributions to the UCC Mission and Service fund, transfer payments to charities, other flow-through payments, refunds, and other items listed in Appendix D, complete a "Requisition for Payment" form for each expenditure requirement. (Appendix B)

Promptly forward the completed and signed "Requisition for Payment" form accompanied by an invoice, sales slip or other reasonable supporting documentation for the full amount requested, to the Treasurer for payment.

4.2.2 Treasurer

Upon receipt of a "Requisition for Payment", the Treasurer shall:

EXPENDITURE CONTROL

- a. Ensure that the requisition was properly completed and authorized and that all required documentation (sales slip, invoice, etc.) is attached;
- b. Ensure that sufficient funds are available to meet the payment;
- c. Prepare and sign a cheque;
- d. Present the cheque (with the payment vouchers) to an authorized co-signer for signature, and
- e. Deliver the completed cheque to the Church Office for mailing or delivery to the payee.

Upon receipt of a utility bill (electricity, gas, water and sewer or telephone) at the Church office, the Treasurer shall:

- a. Arrange for payment before the discount date, if a discount is offered for prompt payment; and
- b. Refer any bills that appear excessive to the Property and Grounds Committee or other authority, for approval.

4.3 SALES TAX REBATES

The Treasurer shall submit claims twice a year to the federal government for the sales tax rebates to which the Church is entitled as a Registered Charitable Organization: one for the period January to June and one for the period July to December.

For individual expenditures less than \$2000 any such sales tax rebate/refund shall be recorded as revenue to the General Fund; for individual expenditures in excess of \$ 2000 the rebate shall be recorded as revenue to the fund (General Fund or segregated fund) from which the original sales tax was paid.

5. REVENUE CONTROL

5.1 COLLECTION COUNTING

5.1.1 Policy

Collection Counting is understood to mean the physical act of receiving, counting and depositing funds. The term does not include soliciting of contributions nor taking up the offering at services.

The Finance Committee shall appoint one of its members to be the Collection Counter Coordinator whose primary task is to draw up a roster of pairs of Collection Counters for all Sunday church services. Sunday Collection Counters shall always work in pairs.

Collection Counters are responsible to the Finance Committee through the Envelope Secretary for the counting, recording and depositing of the collection from each Sunday worship service, as well as other revenues received during the preceding week.

5.1.2 Procedures

Collection Counting Procedures, together with the Sunday Collection Counting Checklist and the Master Control Sheet, are attached hereto as Appendix C. These procedures shall be distributed to all Collection Counters.

5.2 CHARITABLE DONATIONS RECORDS

5.2.1 Authority

The Income Tax Act permits taxpayers to claim tax credits for charitable donations that they have made. The Act also prescribes obligations to which Registered Charities must adhere.

REVENUE CONTROL

As a Registered Charitable Organization, Emmanuel United Church is obliged to inter alia:

- a. Maintain a record of charitable donations made by each individual;
- b. Issue an official charitable receipt to each individual donor following the end of each calendar year; and
- c. Comply with the reporting requirements for Registered Charitable Organizations specified by Canada Revenue Agency.

5.2.2 Policy and Procedures

5.2.2.1 Envelope Secretary

The Envelope Secretary shall:

- a. Annually order offering envelopes and distribute them to those members of the congregation who wish to have them;
- b. Make arrangements for Pre-Authorized Remittances (PAR) for those who wish to contribute using this means;
- c. Maintain a record of all donors, and all donations made by each donor, using the Master Control Sheet (Appendix C) and envelopes compiled each week by the Collection Counters;
- d. Report the total amount and designation of each week's donations and other cash receipts to the Treasurer;
- e. Monitor the status of donations and report monthly to the Finance Committee;
- f. Provide interim statements of givings to each donor on request, and also at intervals agreed to by the Finance Committee;

REVENUE CONTROL

- g. Prepare official receipts annually and ensure they are delivered to each donor in advance of Canada Revenue Agency deadlines, and
- h. Safeguard all donation records from unauthorized access.

5.2.2.2 Treasurer

The Treasurer shall complete and file a T3010 Registered Charity Information Return annually with Canada Revenue Agency.

5.3 ANNUAL FINANCIAL CANVASS

5.3.1 Policy

Emmanuel shall have an annual financial canvass. The type and extent of the program shall be determined by the financial requirements for the year and the conditions that exist at the time.

5.3.2 Procedures

5.3.2.1 Finance Committee

The Finance Committee shall appoint one of its members to be Stewardship Coordinator, with responsibility for coordinating the annual financial canvass.

5.3.2.2 Stewardship Coordinator

The Stewardship Coordinator shall, on behalf of the Finance Committee, coordinate the annual financial canvass as follows:

REVENUE CONTROL

ANNUAL FINANCIAL CANVASS (STEWARDSHIP PROGRAM)

MONTH	ACTIVITY
May-June	Determine appropriate type of Stewardship program (e.g. all-member visit), scope of the canvass (e.g. time, talent, treasure) and key target dates (e.g. Stewardship Sunday, usually 2nd or 3rd Sunday in November); Develop initial themes/key areas to address;
September	Prepare the campaign materials for distribution to the congregation in conjunction with, as appropriate, the Envelope Secretary and Committee Chairpersons;
October	Distribute campaign packages; Provide general communications to the congregation via brief pulpit messages, Sunday bulletin articles/inserts and articles in the newsletter;
November	Place Stewardship notes in the Sunday bulletin; Participate in Stewardship Sunday.

5.3.2.3 Committee Chairpersons

Committee chairpersons shall cooperate with the Stewardship Coordinator in the preparation of the campaign materials by, for example, providing material on the activities of their respective committees.

5.3.2.4 Envelope Secretary

The Envelope Secretary shall:

- a. Assist the Stewardship Coordinator with the preparation of the campaign material, especially if it is proposed to include confidential material therein, and

REVENUE CONTROL

- b. Receive and compile donation pledges, and forecast charitable donations for the forthcoming year.

5.4 NON-BUDGET REVENUE

5.4.1 Definitions

Gift: A gift is any voluntary transfer of money or physical property to Emmanuel United Church, without expectation of return to the donor. A gift is also commonly referred to as a charitable donation or charitable contribution – these terms may be used interchangeably.

Memorial Gift: A memorial gift is an expression of love and gratitude in memory of a relative, friend or associate. It is a gift made in memoriam. A memorial gift may be made either during the lifetime of the donor, or after the donor's death as provided for in the donor's will as a bequest.

Pastoral Care Memorial Gift: A pastoral care memorial gift is a special type of memorial gift, usually made by the family to help defray costs of providing a funeral reception at Emmanuel or to otherwise support Emmanuel's Pastoral Care Team in its various endeavours.

Bequest: A bequest is a gift of money or physical property made after the death of the donor, under the terms of the donor's will, and paid by the trustee(s) of the donor's estate. A bequest may be a simple bequest, or it may be a memorial bequest made in memory of the donor or of some other person.

Designated/ Undesignated Gift: A designated gift is one which is directed by the donor to one or more of Emmanuel's Segregated Funds, or to an external charity (i.e. a "Qualified Donee"). An undesignated gift is one that is not directed by the donor to a particular Segregated Fund or external charity.

Conditional/ Unconditional Gift: A gift is conditional if the donor has attached one or more conditions or restrictions as to how or on what the gift is to be expended/used. It is

REVENUE CONTROL

unconditional if no such condition or restriction has been attached. Examples of such a condition or restriction are: to purchase a specified item; to hold the gift in trust (i.e. as an endowment) and spend only its accrued income; to establish a new mission at Emmanuel and/or create a new Segregated Fund.

Gift in Kind: A gift in kind is a gift of physical property, other than money. A gift in kind is, by its nature, considered to be a conditional gift. For greater certainty, a gift in kind does not include services.

5.4.2 Policy and Procedures

5.4.2.1 General

When any revenue, including a gift, is received by Emmanuel, regardless of whether it is designated for Emmanuel or for some other eligible organization (i.e. an external charity), the Finance Committee is responsible for the receipt, safekeeping, accounting, and disbursement of the funds.

5.4.2.2 Gift from a Living Donor (excluding Memorial Gifts)

A gift that is *designated* by a living donor to one or more of Emmanuel's Segregated Funds shall automatically be credited to said Fund(s) by the Finance Committee, and the Finance Committee shall so advise the custodian(s) of said Fund. Note: the Finance Committee shall retain some discretion in determining whether a gift is designated to a Segregated Fund based on the purpose or intent of the gift as expressed by the donor.

A gift that is *designated* by a living donor to an external charity (i.e. a "flow through" gift to a "Qualified Donee") shall be accepted and forwarded to said charity by the Finance Committee if: it is feasible; the mission of the external charity is compatible with Emmanuel's mission; it will not jeopardize Emmanuel's charitable status; and, it is otherwise in the best interests of the Emmanuel congregation. The Finance Committee shall record the receipt as a flow-through Liability in favour of that charity, and remit the

REVENUE CONTROL

amount to that charity within a reasonable period of time. The Finance Committee shall seek the advice of the Chair (or Vice-chair) of Council where there is any doubt as to the legitimacy or suitability of the external charity.

An *undesignated* gift from a living donor, assuming it is unconditional, shall automatically be credited to Emmanuel's General Fund as General Fund Revenue. Given the "unified budget" approach taken by Emmanuel, a donor may not designate a gift to a particular budget line item within the General Fund.

A *conditional* gift shall not be accepted or expended/used until a satisfactory determination has been made that the condition(s) attached thereto: are feasible; are compatible with Emmanuel's mission; will not jeopardize Emmanuel's charitable status; and, are otherwise in the best interests of the Emmanuel congregation. Furthermore:

- a. The Finance Committee shall initially record any conditional gift of money as a special liability to be held "in suspense" in Emmanuel's books of account, and shall refer the matter to the Chair (or Vice-chair) of Council.
- b. If the amount of the gift is \$1,000.00 or less, the Chair (or Vice-chair) of Council, in consultation with the Chair of the Board of Trustees and other appropriate representatives, shall decide whether such a gift is accepted.
- c. If the amount of the gift is more than \$1,000.00, the Chair (or Vice-chair) of Council shall place the matter on the agenda of the next (if possible) meeting of Council or Executive of Council; at such meeting, Council (or Executive of Council), in consultation with the Board of Trustees and other appropriate representatives, shall decide whether such a conditional gift is to be accepted.
- d. The advice/authority of the Emmanuel congregation may be sought where there is doubt or where the amount or value of the conditional gift is significant.
- e. A similar decision-making process shall be followed before a gift in kind is accepted, by applying the above dollar thresholds to the appraised value of the physical property being offered.

5.4.2.3 Memorial Gift

A memorial gift, whether made by a living donor or stipulated as a bequest under a will, shall initially be credited by the Finance Committee to the Memorial Fund, unless the

REVENUE CONTROL

donor has specifically designated the memorial gift to one or more of Emmanuel's other Segregated Funds, in which case the amount shall be credited to said Fund(s).

The Finance Committee shall immediately inform the Memorials Coordinator of any such gift received and credited. The Memorials Coordinator shall then inform the family of the memorialized person that a memorial gift has been received.

The Memorials Coordinator shall consult, as appropriate, with the donor or donor's family, the family of the person being memorialized, the executor/executrix of the will, the Minister, the Chair of the Board of Trustees, and other relevant committees of Emmanuel regarding acceptance and the best use of the memorial gift. Furthermore:

- a. If the amount or value of the memorial gift is \$1,000.00 or less, the Memorials Coordinator, following appropriate consultations, shall have full authority to accept it and decide on its expenditure or use.
- b. If the amount or value of the memorial gift is more than \$1,000.00, the Memorials Coordinator shall seek approval from Council or Executive of Council as to its acceptance and expenditure or use.
- c. Notwithstanding the above, the Memorials Coordinator shall retain full expenditure authority over all pastoral care memorial gifts.

The Memorials Coordinator shall report periodically to Council or Executive of Council on memorial gifts received and expended, and shall provide a full report to the Congregation once a year via the Annual Report.

5.4.2.4 Simple Bequest (not a Memorial Bequest)

A simple bequest shall not be accepted nor expended/used by Emmanuel until a satisfactory determination has been made that any condition(s) attached thereto: are feasible; are compatible with Emmanuel's mission; will not jeopardize Emmanuel's

REVENUE CONTROL

charitable status; and, are otherwise in the best interests of the Emmanuel congregation. Furthermore:

- a. When written notice of a simple bequest is received from the trustee(s) or other representative of a person's estate, that notice is to be referred to the Chair (or Vice-chair) of Council.
- b. When money from a simple bequest is received before the required determinations have been made and before a decision has been made as to its future expenditure, the Finance Committee shall initially record the receipt as a special Liability to be held "in suspense" in Emmanuel's books of account, and shall refer the matter to the Chair (or Vice-chair) of Council.
- c. If the amount or value of the simple bequest is \$1,000.00 or less, the Chair (or Vice-chair) of Council, in consultation with the Chair of the Board of Trustees, the executor/trix of the estate, the family of the deceased, the Minister, and relevant committees/representatives of Emmanuel, shall decide whether such a bequest is to be accepted, and how it is to be expended or used.
- d. If the amount or value of the simple bequest is more than \$1,000.00, the Chair (or Vice-chair) of Council shall, without undue delay, form an Ad Hoc Committee to consider and recommend its acceptance and expenditure/use. The composition and specific mandate of such Ad Hoc Committee shall be left to the discretion of the Chair (or Vice-chair) of Council depending on circumstances, but might include: the Chair (or Vice-chair) of Council, the Minister, the Memorials Coordinator, and one or more representatives of the Board of Trustees, the Finance Committee, the Property and Grounds Committee, the Christian Development Committee, or other representatives having a particular expertise or stake in the bequest. As a guideline, the Ad Hoc Committee should consult with the executor/trix of the estate, the family of the deceased, the Minister, and relevant committees/representatives of Emmanuel. Upon completion of its consultations and deliberations, the Ad Hoc Committee shall present a recommendation to Council (or Executive of Council) as to the acceptance of the bequest and any conditions attached thereto, and its future expenditure or use.
- e. For greater certainty, the final decision as to acceptance and expenditure/use of any simple bequest having a value of more than \$1,000.00 shall rest with Council or Executive of Council. The advice/authority of the Emmanuel congregation may be sought where there is doubt or where the amount or value of the bequest is significant.

REVENUE CONTROL

5.4.2.5 Donations for Mission Activities

As part of its mission activities, the Church carries out mission trips within Canada and in other countries. The objective of these trips is to engage families, youth and adults in activities with partner churches and organizations that further the Christian mission of Emmanuel United Church. To support such activities the Church maintains a segregated fund: “The Christian Development (CD) Mission Trip Fund”.

In order to encourage broad participation in EUC mission activities and trips, it is the practice of the church to undertake fundraising activities. The Church receives donations towards the cost of such mission trips and activities. Tax receipts are provided for such donations. The donations may be directed to the overall activities of the CD Mission Trip Fund, or they may be directed to a specific activity or trip. In any case, donations made to the CD Mission Trip Fund are not refundable to the donor in the event that a specific activity or trip does not take place as planned.

5.4.2.6 Acknowledgements and Official Receipts for Income Tax

The donor of a gift is entitled to an official receipt for income tax purposes issued by the Finance Committee for the calendar year in which the gift is received, unless the donor is another registered charity (i.e. a “Qualified Donee”, under the Income Tax Act).

Pursuant to the Income Tax Act, an official receipt for income tax purposes may be issued for a gift in kind, subject to the following:

- a. The gift in kind must be assessed by an independent, qualified evaluator, who shall provide a written estimate of the value of the gift;
- b. A separate, specific receipt, identified as a receipt for a “Gift in Kind”, is to be issued;
- c. The receipt is to state the assessed value (fair market value) of the gift;
- d. The amount of the receipt shall not exceed the assessed value of the gift, and

REVENUE CONTROL

- e. The issuer of the receipt shall retain the documentation.

For greater certainty, the provision of a service, regardless of its deemed value to the congregation, is not considered to be a charitable gift eligible for an official receipt for income tax purposes.

Once a bequest (simple or memorial) is accepted and received, an acknowledgement and release shall be signed by the Chair of the Board of Trustees or the Chair (or Vice-chair) of Council and returned to the trustee(s) of the will. Where two signatures are required, both the Chair of the Board of Trustees and the Chair (or Vice-chair) of Council shall sign the documents. An official receipt for income tax purposes, issued by the Finance Committee in the name of "The Estate of ...", shall accompany such acknowledgement/release.

5.5 FUNDRAISING APPEALS AND REQUESTS

5.5.1 Policy

Fundraising appeals and events at Emmanuel UC are carried out for the following purposes:

- a) to support the operation of the church through the General Fund;
- b) to support special appeals for specific purposes of the church outside of the General Fund;
- c) to support the range of programs and activities carried out by the members of Emmanuel UC on behalf of the church;
- d) to provide opportunities for spiritual enrichment;
- e) to provide opportunities for members of Emmanuel UC to come together for fun, fellowship and learning;

REVENUE CONTROL

- f) to encourage members of the community outside the church to learn about Emmanuel UC by attending church events.

5.5.2 Procedures

5.5.2.1 *Criteria for fundraising activities*

Fundraising events and appeals shall meet the following criteria:

- a) the purpose for which the proceeds are intended is clearly indicated in the publicity material;
- b) the purpose and the nature of the event is in accord with the mission of Emmanuel UC;
- c) the scheduling of events will be considered in the context of other planned events and activities of the church;
- d) fundraising activities are NOT permitted which are:
 - Activities for the private benefit of groups or individuals that are not bona fide charitable activities;
 - Activities that are illegal;
- e) activities that involve games of chance or raffles are subject to the policy of the church on raffles (See Appendix E).

5.5.2.2 *Fundraising events sponsored by outside organizations*

Fundraising events sponsored by or for the benefit of organizations outside of Emmanuel are permitted subject to the following criteria:

- a) activities must not compete directly with or undermine the effectiveness of fundraising events sponsored by the church;
- b) activities to support non-Emmanuel activities may be permitted where the purpose is consistent with Emmanuel's vision, and where the event supports the activities of partner organizations (e.g. Multi-Faith Housing Initiative, Ottawa Mennonite Refugee Housing Association, Centre 507, other churches).

REVENUE CONTROL

5.5.2.3 Approval of Fundraising Events and Appeals

Approvals are as follows:

- a) all proposed fundraising events and appeals shall be presented to the Finance Committee for approval.
- b) where necessary, the Finance Committee may seek the advice of the Council or Executive of Council regarding the vision of the church and the appropriateness of a particular fundraising event.
- c) the Finance Committee shall seek approval for church-wide appeals for funds, other than the annual Stewardship campaign, from Council or the Executive of Council.

5.5.2.4 Fundraising Coordinator

The Finance Committee shall appoint one of its members to act as Fundraising Coordinator for the church to administer this policy and to coordinate fundraising events and appeals. Duties of the Fundraising Coordinator are as follows:

- a) to apply the policy prudently and sensitively with a view to maximizing the overall success of fundraising activities in terms of revenues earned and level of participation, while at the same time encouraging individual and group initiative.
- b) to encourage individuals and groups to undertake fundraising events in a way that:
 - Ensures a balance of activities and projects that are supported each year;
 - Respects all aspects of this policy;
 - Are scheduled so as not to conflict with other events or activities of the church.
- c) to bring all proposed events to the Finance Committee for approval in a timely fashion.
- d) to maintain a running list of all fundraising events each year and ensure that the Finance Committee, the Council and the Church Ministers and staff are informed of all events.

REVENUE CONTROL

- e) to ensure that events are advertised effectively in the communications of the church.

5.5.2.5 Fundraising Event Organizers

Duties of Fundraising Event Organizers are as follows:

- a) to consult with the Fundraising Coordinator about proposed events and to select appropriate dates. The organizer shall indicate the activity, program or organization that the event will benefit.
- b) to prepare publicity material, book the space needed with the church office and make all necessary arrangements for the event.
- c) to track expenditure and revenue from the event and report all financial information to the Treasurer. The organizer shall ensure that all proceeds from the event are submitted to the Envelope Secretary as soon as possible following the event.
- d) ensure that cash proceeds from an event are left in a secure place in the church following the event until they can be properly deposited in the bank.
- e) ensure that interim proceeds from an event (e.g. revenue from ticket sales) are conveyed to the church office, clearly marked as to the fundraising event the proceeds are related to and which fund or activity is to be credited by the Envelope Secretary.

5.5.2.6 Envelope Secretary

The Envelope Secretary shall arrange to receive interim and final proceeds from the fundraising event, shall arrange for deposit of the funds according to the usual practice, and shall report the deposit and its distributions to the Treasurer.

REVENUE CONTROL

5.5.2.7 *Treasurer*

The Treasurer shall track the proceeds of fundraising events according to the usual accounting practices, and will maintain a tracking report of all fundraising expenses and revenues to be provided to the Fundraising Coordinator and the Finance Committee.

6. FINANCIAL ADMINISTRATION

6.1 BANK ACCOUNTS; INVESTMENT ACCOUNTS

6.1.1 Policy

A current account (chequing account) shall be maintained in the name of Emmanuel United Church. Additional Emmanuel bank accounts may be maintained at the discretion of the Finance Committee to facilitate cash flow and interest generation.

Separate bank accounts for specific Emmanuel groups shall be discouraged. However, if such a specific bank account is authorized, it shall include “Emmanuel United Church” in its name.

With the exception of petty cash disbursements, all payments made on behalf of Emmanuel shall be by cheque drawn on a church bank account.

Five members of the Finance Committee shall be authorized to sign cheques. One signing officer shall be the Treasurer; another shall be the Envelope Secretary or Assistant Envelope Secretary.

All cheques must be signed by two of the authorized signing officers, except that cheques shall not be co-signed by both the Treasurer and the Bookkeeper.

Cash that is surplus to Emmanuel's immediate operating requirements shall be invested in accounts or other financial instruments that guarantee security of the capital invested. All investments shall be subject to deposit insurance provided by the Canada Deposit Insurance Corporation.

When marketable securities such as common stocks or mutual funds are donated to the Church and become credited to Emmanuel's investment account, they are to be sold immediately; interest-bearing securities may be held or sold at the discretion of the Treasurer.

FINANCIAL ADMINISTRATION

6.1.1.1 Cash Advances and Petty Cash Accounts

Cash advances may be provided from Emmanuel funds to individuals and organizations for specific purposes, periods of time and in specified amounts, as approved by Council (or Executive of Council).

The Church Secretary shall maintain a Petty Cash fund (a special form of cash advance) for the church office to facilitate the reimbursement to individuals of small expenditures (usually less than \$25).

Expenditures from cash advances and petty cash funds shall be replenished by Emmanuel cheque, payable to the custodian thereof, upon submission of a cash reconciliation along with supporting expense receipts. Petty cash funds shall normally be replenished on a monthly basis or as needed. The Treasurer shall periodically verify the balance and integrity of all cash advances and petty cash funds, and report any discrepancies or concerns to the Finance Committee.

The outstanding balance of each cash advance and petty cash fund shall be reported separately as a recoverable asset (i.e. a receivable) on Emmanuel's balance sheet.

Other than approved Petty Cash funds, church staff and volunteers should keep no more than \$300 in cash in their possession between Sundays without requesting a special, mid-week bank deposit. All cash in hand, other than Petty Cash, shall either be deposited in the bank during the week or be conveyed to the Collection Counters for processing and deposit the following Sunday. Mid-week deposits, where necessary, may be made by one person.

6.2 GENERAL ACCOUNTS

6.2.1 Policy

The Finance Committee shall establish and maintain an appropriate double-entry accounting system for Emmanuel.

FINANCIAL ADMINISTRATION

All receipts, disbursements and other transactions involving Church funds shall be recorded in the accounting records.

6.2.2 Procedures

The Treasurer shall maintain the following records:

- a. General Journal: Each bookkeeping entry to the accounting system results in a journal entry. Each journal entry carries the date of entry and a unique number. The journal report shall be printed at the end of each fiscal year for archiving with that year's records.
- b. Cash Receipts: Source documents from which receipts are entered (e.g. the Envelope Secretary's reports and memoranda regarding other receipts) shall be placed on file and cross-referenced to the journal entries.
- c. Expense Vouchers: Approved "Requisitions for Payment" with supporting documentation attached, along with paid vouchers not requiring a requisition, shall be kept in a separate file, and cross-referenced to the relevant journal entries.
- d. Payroll: A payroll record, whether as depicted in the current version of the United Church Handbook "Financial Handbook for Congregations" or in some other form containing the same information, shall be maintained.
- e. T4/T4A Return: An annual T4/T4A return, showing the salary paid and deductions made in respect of each employee, along with a summary of all salaries and deductions, including employees' and employer's share in respect of income tax, employment insurance, the Canada Pension Plan, the United Church pension and group insurance plan, etc., for each calendar year, shall be filed with Canada Revenue Agency. T4/T4A slips must be distributed to each employee, within two months of the end of that calendar year.

For employees paid through the UCC payroll provider ADP, ADP issues the T4. ADP posts a Trial T4 in October and the year-end T4 for a short period in January of the following year for review by the Treasurer. Any revisions required to the T4 outside of the allowable period of time for revisions must be submitted to ADP and additional charges are incurred. T4/T4A's for employees that are not paid through ADP are prepared by the Treasurer

FINANCIAL ADMINISTRATION

- f. **Bank Reconciliation:** A bank reconciliation shall be prepared at least monthly upon receipt of the bank statement and cancelled cheques (or facsimiles thereof). A detailed verification of the bank reconciliation shall be printed. This printout, the bank statement and all cancelled cheques/facsimiles shall be retained on file.

6.3 FINANCIAL REPORTS

6.3.1 Policy

Interim financial statements shall be prepared by the Treasurer for presentation to the Finance Committee and to Executive of Council or Council meetings.

The format of these reports shall be determined by the Treasurer with the approval of the Finance Committee.

6.3.2 Procedures

6.3.2.1 Treasurer

Each month, the Treasurer shall prepare a Statement of Revenue and Expense covering the period from the start of the year to the most recent month-end, with comparisons to results for same period for the previous year and to the current year's budget. The Treasurer shall also each month provide a cumulative summary of transactions for each Segregated Fund and a Balance Sheet.

The Treasurer shall present these financial statements to the Finance Committee at their regular meetings, and also at the regular meetings of the Council of the Congregation and the Executive of Council.

At the year-end, the Treasurer shall prepare a Statement of Revenue and Expense for the year and a Balance Sheet and submit them for Financial Review or Audit in accordance with Chapter 9 of this Manual. The Treasurer shall present the reviewed/audited financial

FINANCIAL ADMINISTRATION

statements to the Annual Meeting of the Congregation together with the Financial Reviewer's/Auditor's report and any other information that may be appropriate.

6.3.2.2 General Fund

Emmanuel's books of account consist of a General Fund and several Segregated Funds. The Segregated Funds are designed to account for proceeds and disbursements for specific authorized purposes. The books of account shall also keep track of the "flow through" of funds for external charitable purposes.

The General Fund is a "unified fund" in the sense that it is designed to account for all revenues and expenditures associated with the ongoing operations of Emmanuel's facilities, equipment, staff and committee structure, as well as generally budgeted contributions to the Mission and Service (M&S) Fund. Since the latter provision guarantees a fixed and likely higher contribution to the M&S fund, than would otherwise be expected, any contribution specifically designated by an individual donor for the M&S Fund is simply credited to the General Fund.

6.3.2.3 Segregated Funds

Emmanuel has a number of Segregated Funds. These may be established from time to time, and are used to allow monies raised for specific purposes to be easily distinguished from those of the General Fund. Some Segregated Funds, such as the Capital Fund, may be retained indefinitely, while others may be created for a specific purpose and later closed when their purpose has been fulfilled.

Segregated funds shall be established and closed by motions of Council. Each Segregated Fund shall have an individual or committee identified as custodian. Decisions on expenditures from each Fund shall be made in accordance with the Terms of Reference of the Fund as approved by Council. No expenditures shall be made without consultation with the Fund's custodian.

Inter-fund transfers must be authorized by Council or Executive of Council.

FINANCIAL ADMINISTRATION

In the Church's books of account, Segregated Funds are represented as liability accounts. When collection amounts or other donations are designated for a specific Segregated Fund, these amounts are first entered as non-budget revenue to the General Fund. They are then entered as a non-budget transfer from the General Fund, crediting the appropriate Segregated Fund liability account. This allows the balance of each Segregated Fund to be easily seen on the Balance Sheet, while correctly representing net income to the General Fund.

For long term (as determined by the Finance Committee from time to time) Segregated Funds, the Finance Committee shall pay interest to each fund based on the average balance of the Fund during the preceding twelve months, at a rate commensurate with prevailing one year market rates at the start of the period. This shall be done on December 1st each year.

The year-to-date income, expenditure and balance of all Segregated Funds shall be included with each monthly financial statement prepared by the Treasurer, and also with the church's Annual Report.

The Segregated Funds shall be reviewed/audited each year along with the General Fund.

A table describing the Terms of Reference of each Segregated Fund shall be included in the church's Annual Report each year. Details given in this table shall include:

- a. The name of the Fund;
- b. The origin of the Fund;
- c. The current purpose of the Fund and any restrictions as to its use, and
- d. The name and spending authority of the Custodian (individual or committee).

7. CHURCH OFFICE

7.1 POLICY

The Finance Committee shall appoint one of its members to act as Office Coordinator.

The Office Coordinator shall have the status of a Committee Chairperson (See Chapters 3 and 4.) with respect to the following responsibilities:

- a. Preparation of the annual expenditure forecast for the Church Office;
- b. Spending authority for the purchase of supplies and equipment, and
- c. General oversight of the Church Office with respect to supplies and equipment, other than computer equipment, software and supplies.

The Office Coordinator has no jurisdiction with respect to the staff of the Church Office; such matters are to be dealt with by the Ministry and Personnel Committee.

Computer equipment, software and supplies for the Church Office shall be supplied and maintained by the Property and Grounds Committee.

7.2 PROCEDURES

The Office Coordinator shall:

- a. Prepare an annual expenditure forecast for the Church Office in accordance with the procedures described in Section 3;
- b. Exercise spending authority for the purchases of the Church Office in accordance with the procedures described in Section 4, and
- c. Oversee the acquisition, use and maintenance of photocopying equipment.

CAPITAL ASSETS INVENTORY

8. CAPITAL ASSETS INVENTORY

8.1 POLICY

An up-to-date inventory listing of all furniture, equipment and other capital assets belonging to Emmanuel United Church shall be maintained. For insurance purposes, and to the extent possible, each item of this inventory listing should include a brief description, the year of acquisition, the quantity and original cost.

8.2 PROCEDURES

8.2.1 Property and Grounds Committee

On behalf of the Finance Committee, the Property and Grounds Committee shall:

- a. Maintain the Capital Assets Inventory;
- b. Dispose of capital assets that are unserviceable or surplus to current requirements;
- c. Periodically, and as the need arises, arrange to conduct a physical stocktaking of selected assets of Emmanuel United Church, and adjust the inventory listing as appropriate; and
- d. Investigate the damage to or loss of Emmanuel property and arrange for repair or recovery action and the filing of insurance claim(s) as appropriate.

8.2.2 Committee Chairpersons

Chairpersons of all standing committees (and Segregated Fund custodians) shall notify the Property and Grounds Committee:

CAPITAL ASSETS INVENTORY

- a. Of any acquisitions or replacements of furniture, equipment or other assets that they have authorized. This may be done by checking the box “Property to be added to EUC Inventory” on the “Requisition for Payment” form (Appendix B); and
- b. Of any furniture, equipment or other assets that are damaged, unserviceable or surplus to current requirements.

9. FINANCIAL REVIEW OR AUDIT

9.1 AUTHORITY

The Manual of the United Church Canada requires that the Treasurer present a detailed, duly reviewed/audited statement of the Congregation's receipts and expenditures at each Annual Meeting of the Congregation. It also stipulates that authority to appoint the Financial Reviewer/Auditor rests with the Congregation.

9.2 POLICY

The Congregation shall appoint a Financial Reviewer/Auditor each year at its Annual Meeting.

The Congregation may, at its discretion, delegate the appointment of a Financial Reviewer/Auditor to the Council of the Congregation or the Executive of Council.

9.3 PROCEDURES

9.3.1 Treasurer

The Treasurer shall:

- a. Prepare financial statements for the year as soon as possible after the year end (See Section 6.3.2.); and
- b. Make the financial records available to the Financial Reviewer/Auditor with explanations as required. All bookkeeping records made available to the Financial Reviewer/Auditor should be in hard-copy form. These records include computer printouts of all journal entries.

FINANCIAL REVIEW OR AUDIT

9.3.2 FINANCIAL REVIEWER OR AUDITOR

The Financial Reviewer's/Auditor's duties are outlined in the United Church of Canada publication "Financial Handbook for Congregations". The section "Church Treasurers" covers a Financial Reviewer's/Auditor's duties in detail. A copy of this publication can be found in the Church office or it may be downloaded from the Internet at <http://www.united-church.ca/congregational/>.

Appendix A - Treasurer's Duties

A.1: Treasurer's Duties -- Summary

Weekly

- Verify all Requisitions for Payment received during week and prepare/record cheques
- Record both deposits and fund transfers as reported by Envelope Secretary

Monthly

- Calculate payroll for salaried employees and provide input to the Payroll Provider (ADP) by the deadlines established by the Payroll Provider
- Calculate payroll and prepare pay cheques for non-salaried employees
- Enter other payments (automatic debits, etc.), bank charges, etc.
- Make Mission and Service Fund payments in accordance with budget
- Reconcile bank statement
- Prepare monthly Financial Statements
- Provide expenditure/budget reports as required to Committee Chairs and Segregated Fund custodians
- Attend Finance Committee meeting (10 times per year) and make report
- Attend Council/Executive of Council meeting (9 times per year) and make report
- Make financial transactions as required by Council/Executive resolutions

Quarterly

- Make payments to Workers' Compensation Board (WSIB)
- Remit quarterly instalments to Social Action recipients (e.g. Russell Heights)

Annually

- Provide data to budget coordinator as requested
- Verify the accuracy of the employee and government T4 statements prepared by ADP by the deadlines established by the Payroll Provider
- Prepare employee and government T4A statements for non-salaried employees
- Prepare bond holder's T5 statements
- Calculate fixed asset additions (if any)
- Calculate GST/HST rebate and make claim
- Submit WSIB year-end reconciliation
- Prepare annual Financial Statements for Church's Annual Report
- Prepare T3010 Registered Charity Information Return
- Submit all accounting records for financial review and liaise with church financial reviewer

- Evaluate financial reviewer's report and respond/rectify as required
- Provide financial input to UCC annual statistical report
- Dispose of Treasurer's books and records older than six (6) years

Periodically

- Verify outstanding cash advances and office petty cash
- Make transfers to/from ING Direct and investments from/to current account as required
- Request US Dollar bank drafts/money orders from bank as required
- Provide financial data as required by Ministry & Personnel Committee to meet government and UCC reporting requirements for new and departing employees and employee remuneration changes (e.g. Record of Employment upon termination)
- Respond to queries from government agencies and committee chairpersons, etc. as appropriate.

A.2: Treasurer's Duties -- Detailed Activities, Reports and Returns

Weekly

- Review Requisitions for Payment and prepare/record cheques -- troubleshoot as necessary -- arrange for cheque co-signing and delivery through church office
- Notify Property and Grounds Committee of identified additions to property inventory
- Record both deposits and fund transfers as reported by Envelope Secretary
- Reconcile non-budget revenues and corresponding transfers to Segregated Funds & charities
- Reconcile bank current account based on electronic bank statement
- Monitor bank balance to required minimum and manage cash flows
- Back up accounting software/electronic files

Monthly

As due - Record monthly utility payments and other monthly pre-authorized debit payments as they are due. 2nd Wed Financial Statements to Finance Committee (distribute in advance by email

if possible); reconcile Treasurer's reported revenues with Envelope Secretary's "Summary of Givings"

15th - Print and distribute committee and Fund activity reports as required (e.g. Finance, Property and Grounds, Christian Development, Worship, Amalgamation, etc.)

15th - Reconcile bank statement (upon receipt); print and save copy of full reconciliation

3rd Tues - Financial Statements to Council or Executive of Council

30th - Verify accuracy of the Payroll Provider's employee cheques and government and United Church (UCC) Pension & Insurance Liability remittances

30th - J.V. of applicable segregated fund transfers, etc.

30th - Record bank service charges and interest revenues

30th - Budgeted Mission and Service Fund remittance for current month

30th - Replenish office petty cash (and other cash advances as necessary)

Quarterly

15th - (April, July, October, January) Other committee reports (e.g. Social Action, Communications) middle of month following end of quarter

30th - (March, June, September, December) Social Action remittances to authorized recipients

30th - (April, July, October, January) WSIB remittance -- end of month following quarter, i.e. 30 April for January to March

Annually

early-Jan - Verify accuracy of Payroll Provider employee and government T4 statements

mid-Jan - Submit claim for GST/HST rebate for previous year

mid-Jan - Close books for the year; create permanent back-up of all software files; print General Journal

mid-Jan - Files ready for financial reviewer

late-Jan - Financial Statements for Annual Report. Accrued interest distribution and GST/HST rebate must be calculated; reconciliations to final "Summary of Givings" and December bank statement completed

Jan 31 - Remit Presbytery Assessment (3 equal instalments: January, March, June)

Jan 31 - WSIB year-end reconciliation

early-Feb - Enter new-year proposed budgets in accounting software in preparation for February Finance Committee meeting review of January results

end-Feb - Provide new-year approved salary rates and taxable benefit amount to Payroll Provider

Feb 28 - T4 slips due to employees and CRA

Jun 30 - T3010 Registered Charity Information Return due at CRA

Jun-Aug - Dispose of Treasurer's books and records older than six (6) years

Oct - Verify accuracy of Payroll Provider employee and government Trial T4 statements

2nd Wed of month - Finance Committee (no meetings in Jul and Aug)

3rd Tues of month - Council or Executive of Council (alternating months of January, March, April, May, June, September, October, November)

3rd Tues of Feb - Annual Meeting of the Congregation

Appendix B – Requisition for Payment

**EMMANUEL UNITED CHURCH
REQUISITION FOR PAYMENT**

Date: _____

Amount \$ _____

Name and Address of Payee: _____

Committee or Segregated Fund: _____

Budgeted Activity: _____

Property to be added to EUC inventory.

Confirmed that this requisition is for payment of goods or services received and used in carrying out the above activity and was fully provided for in the budget

_____ **Signature**

NO: _____
DATE: _____
INITIAL: _____

Appendix C – Collection Counting Procedures

COLLECTION COUNTING PROCEDURES

After the church service, retrieve the collection plates and the grey filing Box #2 from the file cabinet in the counting room. The filing box may include offering envelopes and other contributions received during the week.

A pad of the *Sunday Collection Counting Check List* (attached) is kept in the Collection Counters' cupboard. It includes the following procedures in point form. **Collection Counters are encouraged to use a copy of this check list each Sunday.**

Use of the Master Control Sheet:

1. Sort offering envelopes into batches according to their envelope numbers, namely 001-099, 100-999. Sort the envelopes numerically within each batch.
2. If there are any loose cheques (i.e. cheques without envelopes or in envelopes without identification) make out an envelope from the extra ones in the grey box, putting the name, address and amount from the cheque on the face of that envelope and adding that envelope to Batch #2.
3. Make sure that the amount enclosed agrees with the amount shown on the face of the envelope; write in the correct amount when required. Ensure that no cheques are post-dated. Move envelopes containing US currency to a separate batch.
4. Make a tape of the dollar amounts from the faces of the envelopes for each of the batches. Mark "Tape #1" for batch 001-099, "Tape #2" for batch 100-999 and so on, and total the amounts of each tape. The batches of envelopes with their tapes should be bundled separately with elastic bands.
5. Make a tape of the cheques received in each batch and put the total in the cheques column on the Master Control Sheet. Stamp the back of each cheque "For deposit only...". Attach the tapes of the cheques to the appropriate batches of cheques with elastic bands or paper clips.
6. Count the currency from each batch separately and put the dollar amounts (not the number of bills) for the various bills and coins in the proper columns on the Master Control Sheet (attached). Ensure that the batch total on the Master Control Sheet equals the total on the tape for that batch (see 4 above). Report US currency at face value in the row at the bottom of the sheet or on a second Master Control Sheet.
7. Add amounts for loose cash and for other accounts (e.g. special communion, Triple F, rentals, parking, segregated funds, etc.) to the Master Control Sheet on separate lines and in the appropriate columns as above.
8. Add all the rows and columns (horizontally and vertically) on the Master Control Sheet to make sure that all amounts agree.

Bank Deposit Slip:

1. When making up the bank deposit slip, **count** and enter the number of Canadian bills of each denomination. Verify that the dollar amount for each denomination equals the column total for that denomination on the Master Control Sheet. Do the same for the \$1, \$2 and other coin. Report US currency on the designated line on the deposit slip.
2. On the left side, where the cheques are normally listed, write "Tape #1" and the amount, "Tape #2" and the amount, and so on. Cheques for other amounts collected (i.e. other than those from batches #1 to #3) can be bundled as "Tape #4".
3. Place the bank deposit slip, the bills and the coins (rolled if possible), and the cheques (in their batches with their slips attached) in the plastic deposit envelope, seal it, and fill in the information on the face of the deposit envelope.

The envelopes (in their separate batches with their tapes), the Master Control Sheet, and the carbon copy of the bank deposit slip, are to be put in the mail slot for the Envelope Secretary.

The keys include a fob for the front door and keys for the counting room, the filing cabinet in the counting room wherein Box # 2 is kept, and the Bank Deposit Drop. **Make sure that the keys are passed on to the person who is counting on the next Sunday.** Ensure that all doors of the church, inside and out, are locked, windows are closed and lights are turned out as you leave the building.

Be security conscious. Keep the door to the counting room locked at all times. Both counters are to go to the bank to make the deposit.

If you are unable to count when your turn is listed, try to arrange an exchange with someone else on the schedule, or call one of the spare counters. Inform the Envelope Secretary and your counting partners of the change.

It is always a good idea to call your partner the week before your appointed Sunday.

Emmanuel Finance Committee

Attached: Sunday Collection Counting Check List
 Master Control Sheet

COLLECTION COUNTING CHECK LIST



1. **RETRIEVE** collection plates and **ENVELOPES FROM “BOX #2”** in the counting room
2. **SORT into Batches: #1** (1-100); **#2** (101-999 + Visitors + “Loose Cheques”);
#3 etc. (special batches & Segregated Funds); all **Loose Cash**
 - a) Place **“Loose Cheques”** in blank envelopes with **donor name, address & amount**
3. **FOR EACH BATCH (process one batch at a time):**
 - a) **sort** offering envelopes **in numerical order** within each batch
 - b) **Verify** (or record and initial) **and remove contents** of each envelope
 - c) Move envelopes containing **US currency** to one separate batch
 - d) **Make a tape** of total of contents **from envelopes**; label **“Batch 1”** or **“Batch 2”**, etc.
 - e) **Bundle the Batch** of envelopes **and its tape** of the total together with an elastic band
 - f) Make a **tape of cheques**; label **“Tape 1”** or **“Tape 2”**, etc; **stamp cheques** “for deposit...”.
 - g) **Record** cash & cheques on the Master Control Sheet (MCS)
 - h) **Verify** MCS **“Batch Total”** equals the total on the **Batch Tape** for that Batch
 - i) **Keep all items in their Batch Tray until Step #5**
 - j) **REPEAT** the above **FOR EACH BATCH, one batch at a time**
4. **MASTER CONTROL SHEET (MCS)** (see sample **Guidelines** sheet):
 - a) enter loose cash
 - b) enter miscellaneous receipts not already entered above, one category per line
(e.g. Triple F, parking, photocopies, space sharing, etc.)
 - c) for **US Currency** make a separate Master Control Sheet
 - d) **Total** rows & columns; **Verify** Grand Total
5. **BANK DEPOSIT SLIP** (in duplicate)
 - a) list the cheques as **“Tape 1”**, **“Tape 2”**, etc and their dollar amounts
 - b) **count** and enter bills and coins by denomination
 - c) report US currency on the designated line
 - d) ensure totals by denomination equals the column total on the MCS
6. **BUNDLE & place in ENVELOPE SECRETARY’S MAIL SLOT:**
 - a) envelopes **in batches with their Batch tapes** of their total
 - b) Master Control Sheet(s)
 - c) duplicate copy of the Bank Deposit Slip
 - d) tear-off strip from the plastic bank deposit bag
7. **PLACE IN PLASTIC DEPOSIT BAG:**
 - a) deposit slip
 - b) cash, with coins rolled
 - c) cheques, **stamped “for deposit only..”** & bundled with Tape for each Batch
 - d) Seal & take to night depository, Bank of Montreal, Smyth Rd @ Russell

MASTER CONTROL SHEET

FILE C-C-MasterControlSheet 2015-02-27 .wpd

"I HAVE READ AND FOLLOWED THE * INSTRUCTIONS BELOW"**

SIGNATURE

SIGNATURE

DATE

ENVELOPES & OTHER RECEIPTS

Complete a separate form for receipts in US currency

BATCH #	DESCRIPTION	\$5	\$10	\$20	\$50		\$2 COINS	\$1 COINS	OTHER COINS	TOTAL CASH	*** CHEQUES	BATCH TOTAL
1	ENV # 001-100											
2	ENV # 101-999											
	ALL LOOSE CASH										***	
	COMMUNION											
	REVITALIZATION											
	CD MISSION TRIPS											
	CD CAMP FUND											
	TTBW											
COLUMN TOTALS →												

***** FOR LOOSE CHEQUES MAKE OUT AN ENVELOPE WITH THE
FUND NAME & THE NAME & ADDRESS FROM THE FACE OF THE CHEQUE *****

GRAND TOTAL

Place this sheet in the Envelope Secretary's mail slot with the tapes, emptied envelopes, a copy of the deposit slip, and the bag tear-off slip

MASTER CONTROL SHEET

FILE C-C-MasterControlSheet 2015-03 .wpd; REV. FEB. '15

"I HAVE READ

Guidelines

INSTRUCTIONS BELOW"

SIGNATURE

SIGNATURE

DATE

ENVELOPES & OTHER RECEIPTS

Complete a separate form for receipts in US currency

BATCH #	DESCRIPTION	\$5	\$10	\$20	\$50	\$2 COINS	\$1 COINS	OTHER COINS	TOTAL CASH	*** CHEQUES	BATCH TOTAL								
1	ENV # 001-100	<p style="color: red; border: 1px solid black; padding: 5px;">All General Offering Envelopes go here, incl. numbered envelopes, visitors envelopes, Loose Cheque envelopes, etc.</p>																	
2	ENV # 101-999																		
	ALL LOOSE CASH									***									
	COMMUNION																		
	REVITALIZATION	<p style="color: red; border: 1px solid black; padding: 5px;">These are some of the Segregated Funds that need to have their own lines; others should be listed on other lines below</p>																	
	CD MISSION TRIPS																		
	CD CAMP FUND																		
	<u>TTBW</u>																		
		<p style="color: red; border: 1px solid black; padding: 5px;">Use these lines for other Segregated Fund receipts and for miscellaneous receipts (e.g. parking, Triple -F, space rentals, fundraising receipts, tax rebates, special event & special appeal receipts, etc.)</p>																	
COLUMN TOTALS →		<p style="color: red; border: 1px solid black; padding: 5px;">Total all columns & rows to ensure they all balance</p>																	

***** FOR LOOSE CHEQUES MAKE OUT AN ENVELOPE WITH THE FUND NAME & THE NAME & ADDRESS FROM THE FACE OF THE CHEQUE *****

GRAND TOTAL

Place this sheet in the Envelope Secretary's mail slot with the tapes, emptied envelopes, a copy of the deposit slip, and the bag tear-off slip

APPENDIX D – AUTHORITY FOR THE TREASURER TO MAKE FLOW-THROUGH PAYMENTS

Appendix D – Authority for the Treasurer to Make Flow-Through Payments

Authority for the Treasurer to Make Flow-Through Payments

Authority is delegated to the Treasurer to make the following expenditures without a Requisition for Payment signed by a Committee Chair or other authority. Nevertheless, when the expenditure requires a cheque issue, it is recommended the Treasurer complete and file a Requisition for Payment.

1. Salaries and salary-related payments (withholdings, UCC P&GI, WSIB).
2. Emmanuel's annual contribution to the United Church of Canada Mission and Service Fund to the limit approved in the annual budget.
3. Presbytery assessment.
4. Utilities.
5. Taxes.
6. Contractual obligations approved by Council (e.g. monthly photocopier lease payment).
7. Bank service fees related to the ordinary operation of the accounts (e.g. deposit fees, fees for deposit of coin, cheques exceeding maximum under the plan, NSF charge, etc.).
8. Donations received by EUC in trust to be forwarded to other charities (nonbudgetary flow-through funds).
9. Specific transfers and expenditures approved by the Congregation at the Annual Meeting in the annual budget.
10. Interbank transfers related to the operations of Emmanuel's bank accounts.

Related to the items above, the following expenditures do require a Requisition for Payment signed by a Committee Chair or other authority:

1. Fees for banking transactions attributable to specific activities (e.g. fees for bank drafts). These fees will usually be included in the original requisition.
2. Payment for temporary office help, overtime, honoraria and corrections identified by CRA.
3. The monthly invoice for per-copy photocopying.

Appendix E – Raffles Policy

Raffles Policy

As amended by Council meeting of 19th January 2010 and adopted by Congregational meeting of 16th February 2010.

Policy on the Use of Raffles within Emmanuel United Church

The sale of raffle tickets may be used by members or groups that are part of Emmanuel United Church for the purpose of fundraising to benefit projects and initiatives of the congregation, subject to the guidelines set out below.

- The Executive of Council or Council shall approve all raffles.
- The organizer of the Raffle and sale of tickets shall respect all applicable laws, regulations and bylaws that apply to gaming, lotteries and games of chance in the City of Ottawa. No cash prizes shall be allowed.
- The organizers of the Raffle and sale of tickets will ensure that proper financial controls for proceeds of ticket sales, donation of prizes and awarding of prizes are in place.
- The tickets sold at a Raffle shall clearly indicate the chances of winning, that is, the total number of tickets that will be sold in each raffle event and the cash value of the prize to be awarded.