

## **Mt. Pisgah Policy for Fund Raising**

**Purpose.** To outline the policies for Fund Raising activities at Mt. Pisgah.

**Scope.** All Fund Raising activities, including solicitation for donations, conducted on behalf of Mt. Pisgah, aside from stewardship campaigns. This policy also addresses the disbursement of funds resulting from fund raising activities.

**Background.** The Ministry Budget may not provide sufficient funds for activities and/or needs of the various Branches. Where there is passion to carry out or provide additional support in these areas, fund raising is not discouraged. However, Mt Pisgah does want to maintain a balance between support for the total Ministry Fund and support for specific activities or projects. Some of these may include:

- a. Mission activities
- b. Other program branches' activities
- c. Purchases of equipment or materials
- d. Maintenance

**Specific Requirements.** Branches are permitted to carry out fund raising activities, while adhering to the items below.

1. Funding for any activity, program, resources, etc. of Mt. Pisgah should first be sought via the Ministry Fund then through established designated funds, and lastly via fund raising.
2. Fund raising activities, as well as the underlying purpose for raising funds should be consistent with the mission of Mt. Pisgah UMC, and must be sponsored by one of the branches.
3. Groups planning fundraisers should remember that other groups may also need funds, and so they should limit the size and frequency of their fund raising projects.
4. Fund raising events shall be approved in advance by a branch. Plans to solicit funds for projects seeking more than \$3000 must be submitted to the Finance Branch for review; the Finance Branch will forward such plans with its recommendation to Church Council for approval.
5. If the fund raising activity requires the use of space within the church, this space should be reserved in accordance with the Policy and Guidelines for the Use of Church Property. An email to the church office requesting the space is generally sufficient. There is a fee for use of the CFLC kitchen.
6. Fund raising events or activities frequently involve the sale of goods or services. The IRS does not view these transactions as donations. If a buyer requests a receipt, the receipt must indicate the goods/services purchased.
7. Sales for Fund Raising (previously approved by Church Council 22 February 2010 and now included as part of this policy)
  - a. Mount Pisgah United Methodist Church allows its groups and organizations (e.g. UMM, Youth, Children, Missions, Boy Scouts, etc.) to sell items on Sundays for the purposes of raising funds for programs, projects and missions.
  - b. Tables or stations established to sell items may be set up only in the CFLC, in the Gathering Area, outside in the Central Courtyard, or on the outdoor Jewett-Bass property.
  - c. On any given Sunday, no more than two sales may be operating and only one of them may be food item(s).
  - d. In order to sell items, groups must sign up for dates through the Office Manager.
  - e. No individual may solicit funds for personal use or for concerns not sponsored by Mount Pisgah UMC or not approved by a branch.

- f. We will neither prevent nor encourage our school or scout children from selling fund raising items.
8. The sponsoring branch is responsible for managing the funds collected from fund raising activities. This includes counting cash by two individuals. The branch will provide a written summary of cash, checks, and donations and submit the funds to the finance manager for deposit and crediting the appropriate designated fund.
9. Fund raising sometimes involves soliciting donations for particular projects. For example, mission trip participants are generally responsible for soliciting/making donations to cover part or all of the expenses necessary for a particular trip. Special considerations apply to these donations:
  - a. To qualify as a tax-deductible donation, the donor must not have received goods or services in exchange for the donation.
  - b. Donors may make gifts restricted to a particular purpose (e.g. project, mission trip, or program). The church will use the funds only for the stated purpose, but retains discretion and control over the specific use of donated funds.
  - c. Donors can “preference” a donation to cover costs for a particular individual or family, but cannot “restrict” the donation for that person. Once accepted, donations cannot be refunded.
10. IRS regulations prohibit the church from soliciting or accepting donations that are earmarked for the benefit of specific individuals or families. Individuals are encouraged to donate to the Pastor’s Discretionary Local Emergency Fund. Such donations enable our pastors to assist individuals as needed.
11. Disbursement of funds collected during fund raising activities.
  - a. The Branch Steward or one of the pastors must approve all disbursements. By approving the disbursement, the approver affirms that the expense is necessary and conforms to the original intent of the fund raising.
  - b. All disbursements must be supported by third-party receipts or acknowledgements.
  - c. In some cases, funds may be advanced to an individual. Advances greater than \$250 must be approved by the Sr. Pastor.
  - d. If funds are advanced, the recipient must submit a prompt and complete summary of the use of the funds after returning from the trip. Expenses must be supported by individual receipts, and excess funds, if any, must be returned to the church.
  - e. Occasionally the church is asked to forward funds to a foreign or domestic entity whose financial status is not verifiable (e.g. individual, church, NGO). Such disbursements greater than \$250 must be approved by the Stewards of the Missions and Finance Branches as well as the Sr. Pastor.
12. This is a Mt. Pisgah policy and will be maintained by the Finance Branch. Any requests for changes to this policy should be sent to the Finance Branch for review prior to requesting approval of Church Council.