

**ABRAHAM LINCOLN UNITARIAN UNIVERSALIST CONGREGATION
POLICIES & PROCEDURES MANUAL**

FUND RAISING:

Fund raising comes in many different forms at ALUUC. This policy is in place to set general guidelines for all fund raisers.

1. All fund raisers of any kind, whether conducted solely within the congregation or extended to the outside community, must have board approval **in advance**.
2. All fund raisers will have a designated chair. The chair will be responsible for reporting to the treasurer and board of the congregation all of the following and any other information requested: proposed budget, anticipated collections, any functions or events planned and their dates, start and stop dates for the fund raisers, names, addresses and phones of anyone outside the congregation to whom the results must be reported.
3. All cash collected will be verified by the treasurer or the treasurer's representative and the chair of the event or the chair's representative. This means that all cash collections will be counted and signed for. Additionally, all checks written for an event will be written to ALUUC. The treasurer will designate the money for the approved purpose in the financial statements.
4. Chairs of fund raisers will NOT open separate bank accounts for fund raisers. Monies shall be deposited to ALUUC's operating account.
5. All charges for supplies—both used and unused—bought for a fund raiser will be charged against the profits of that fund raiser.
6. All supplies purchased for a fund raiser that are not used in the actual event become the property of ALUUC and will be stored for use in future church events.