

A Call to Renewal

Financial Policies

The “A Call to Renewal” Capital Campaign is a significant event for Little Trinity Church. It is important that all donors feel that their pledge will be confidential. To maintain the highest degree of confidentiality, the Treasurer is appointed to ensure that the policies and procedures as set out in this document are followed closely.

The Treasurer has appointed the Administrative Assistant, John Nicholson and the Administrative Associate, Elizabeth Nelson to maintain the policies set out in this document. It is understood the designates are bound by the policies set out herein. Therefore all references to the Treasurer refer also to the appointed designates unless specifically noted; note the term Deputy Treasurer refers to the designates exclusively.

Note that existing Financial Policies remain in effect.

Pledge Redemption

Upon the receipt of a pledge card to the “A Call for Renewal” campaign The following procedures will apply:

1. All pledges received at the church will be placed in a secure location for pick-up by the Treasurer.
2. Regular the counters will be advised of this policy and advised not to open confidential pledge envelopes.
3. The pledge envelopes will only be opened by the Treasurer
4. The completed pledge card will be reviewed and signed by both the Treasurer and Deputy Treasurer.
5. Cheques received in the pledge envelope will be signed by the Treasurer and returned to the Deputy Treasurer for deposit.
6. The Deputy Treasurer is responsible for entry of the pledge card data into the gift tracking program.
7. The pledge card will be kept in a confidential secure place.

Bank Deposits

1. All cash and cheques received for “A Call to Renewal” campaign will be deposited in a separate bank account.
2. The regular existing policies and practices regarding bank deposits will be followed.

Personnel and Other

1. As noted above, it is agreed that the Treasurer and the 2 designates are the only individuals permitted to open, review or otherwise work with the confidential pledge data.
2. The “A Call to Renewal” campaign accounts and data will be subject to annual corporation audits as directed by the corporation.
3. Charitable tax receipts will be issued separately by the Treasurer and will be issued in accordance with current church practices.
4. The Treasurer is the appointed signatory for the income tax receipts issued annually.

Prepared by:

John Sandusky, Treasurer and,
Carol Boettcher Campaign Co Chair
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