



St. Paul's United Church
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Dear St Paul's Family;

In order to plan our year, and map out our calendar, we would like to make it as easy as possible for all fund raising groups to request and get approval for their planned event(s) from council. So to help with that, please complete the form below and submit it to the office and council as soon as you have enough information for council to consider, and at least one month prior to the event. If you have any questions about St Paul's fund raising policy (copy on reverse) don't hesitate to ask.

Please continue to dream and plan with us for new ways to live out our mission and vision.

Thank you for your leadership and your support,

St Paul's United Church Council

St Paul's United Church - Fund Raising Events – Information / Approval Request Form

Name of Event _____

Organizer(s) : _____

Proposed Day(s) and Date(s) of Event: _____

Facility Space(s) / Time(s) Required: _____

Profits to be directed to: _____

(please see attached policy for clarification)

Why do you want to do this ? What are you hoping to achieve ?

Having fun making new friends seeing old friends helping the church helping the community

Policy for Fund Raising Events Surplus

Purpose: To put in place a policy that clarifies what happens to the surplus generated by Church sponsored events and how they are spent.

Scope: would apply to all events sponsored by St. Paul's to the broader community, advertised externally and requiring support beyond the sponsoring group. Includes but is not restricted to the following: Beef Dinner and Auction, Garage Sale, Pancake Supper, concerts, dinner galas.

Not covered by this policy would be events mostly internal in nature sponsored by the group with little/no external advertising required and requiring little congregational support to complete the event. Includes but is not restricted to the following: pot lucks, family dances, youth group and other similar events.

Statement of Revenue and Expenses:

1. During the current operating year, we will add 50% of the profits from individual events to a new account "Fund Raising Events - Net". It will be placed after the normal operational profit/loss has been reported to clearly show these profits distinct from normal operations. It will apply to all interim and annual financial reporting.
2. Transfer the remaining 50% of the profits to a new fund on the Balance Sheet "Fund Raising Surplus".
3. At the end of the current operating year, the funds in "Fund Raising Surplus" will first be used to eliminate any operating deficit.

Spending from the Balance Sheet "Fund Raising Surplus" account:

1. During the latter part of the current operating year, Council will generate a list of potential priorities to support in the following year, along with a proposed timetable for disbursing the funds.
2. After the operating deficit is eliminated in January, the above list will be reviewed and potentially changed. Then remaining funds will be allocated and/or spent equally in January and September. If the balance of the account is not large enough to warrant two separate allocations and/or disbursements, then all the funds may be allocated/spent in January. We note that it may be prudent to leave some portion of the surplus unallocated for unknown future needs.
3. Council will revisit this list in September and confirm or change the authorization.
4. In the event of an emergency, funds can be disbursed at any time.
5. Advancing funds for an event can be authorized by Council or Executive.