Fundraising Guidelines
Church of the Holy Family

1) All fundraisers will be presented, and require the specific expressed approval of the pastor.

2) All publicity for the event will be presented in a manner appropriate for a church; the pastor will have the final decision on what is or is not deemed appropriate.

3) The purpose of the fundraiser and what the funds will be used for will be public information.

4) All funds collected and all bills payable will flow through the parish office for tracking and payment according to the appropriate guidelines set forth by the diocese.
   a) Checks are drawn on Sundays – if you will need a check please have the request in the office by noon on Friday.
   b) A check request form (available in the office and on the website) must be submitted with each request/invoice.
   c) No bills or expenses are to be paid from proceeds except as outlined in item 6 below.

5) All funds collected from a fundraiser will be turned into the parish offices within **two (2)** business days from the event. A deposit notification form (available in the office and on the website) is to be prepared and left for the bookkeeper with each deposit submitted. The funds will be counted by the staff on the following Sunday and a separate deposit will be made.

6) Occasionally it may be necessary to supplement supplies during an event. If this should be necessary, then up to $ 75.00 can be spent from the proceeds. A receipt for the purchase must accompany the proceeds from the event. This type of expenditure should be the exception rather than the norm.

7) Income and expenses for each fundraiser will be tracked individually so all income and expenses must be clearly identified and approved.

8) A preliminary report will be prepared within one week of the fundraiser which will include all income and expenses received up until that time.

9) Within 14 days of receipt of the final trailing bills a final reconciliation of the proceeds will be prepared and the profits will be sent or allocated as appropriate.

10) Within 14 days of the final reconciliation, unless there are any items needing clarification, a summary report of the success of the fundraiser may be included in the weekly bulletin, the Church's website, or both.

Church of the Holy Family
Fund Raising Tracking & Accounting

To be completed by the Fund Raiser Chairperson and a copy submitted to the Church Office within 1 week of completion of fund raising event

Event:

Event Date:

Funds Being Raised for:

Fund Raiser Chairperson

Chairperson Contact Phone Number:

Chairperson Contact Email Address:

Event Income and Expense Financial Tracking

Date	Individual	Reason	Credit / Deposit	Amount

Event Gross Income

Event Individual Reimbursement

All expenses paid either by church or individuall must accompanied by a reciept

Date	Individual	Reason	Amount

Total

Total Event Net Income

Church of the Holy Family

Check Request

Date ______________________

Amount Requested ______________________ **Receipt(s) Attached:** **Yes** ☐ **No** ☐

Check Payable to Name ______________________

Payable to Address ______________________

Description of Expense ______________________

____

Requested By ______________________ **Signature** ----------------------

Approved By ______________________ **Signature** ----------------------

for office use only

Processed By ______________________ **Date** ______________

GL Title ______________________

GL Number ______________________ **Check Number** ______________

Church of the Holy Family

Deposit Submission Form

Date:

Deposit for Fundraiser Name:

On the above date I submitted a deposit in the amount of:

$

Submitted by: ______________________________ *(signature)*

Received *(but not verified)* by: ______________________________ *(signature)*

for office use only

Processed by: ______________________________

Date: ______________________________

GL Title: ______________________________

GL Number: ______________________________