

# Church Treasurers

## Handling Evangelism Meeting Funds

1. A public evangelism account should be set up either internally, or as separate bank account.
2. All monies received from the CCC along with funds appropriated from the local church budget and all offerings designated for public evangelism should be credited to the public evangelism account.
3. All expenses attributable to your public evangelism campaign should be paid out of the public evangelism account. This includes:
  - all advertising costs (printing, postage, media, etc.)
  - salary payments to an organization such as Amazing Facts
  - materials
  - children's materials
  - Bibles
  - decorations for meetings
  - flowers
  - banners
  - extra janitorial cost\*\*
  - extra utility cost
  - equipment rental (Video Projector, etc.)
  - limited equipment purchase (wires, microphone, cords, pointer, etc.)
  - reimbursement for travel of speaker
  - lodging for speaker
  - honorarium for speaker\*\*
  - meeting related expenses

\*\* If you pay any person more than 600.00 in one calendar year (even if it's an honorarium) you must submit a 1099 form for tax purposes, if not the church will be held accountable for not reporting these funds to the IRS.

If you have a questions regarding a purchase of what could be part of the Evangelism budget, call the Evangelism Department at 559-347-3174.

4. All expenses must be documented and turned in to Evangelism Dept. for Audit withing 30 days of the end of the meeting if you have used any CCC evangelism funds for your meeting. (This is called the recap report)

**NOTE:** The CCC generally approves budget requests for public evangelism at the rate of 40% for the local church and 60% for the Conference. Budget request forms are available on the CCC website at [ccc.adventist.org](http://ccc.adventist.org), (go to the Ministries page and at the bottom you will find the application or you may request one from the Evangelism department by calling 559-347-3174.)

**NOTE:** Upon approval of funds, CCC will send you 75% of the CCC portion approved. The remainder will be sent to you after we've received the recap report with the appropriate documentation (i.e. receipts, copies of vouchers, invoices, etc.)

## Sample budget disbursement:

Example 1 - Expenses were as approved budget:

Total Budget approved	10,000.00
Conference portion 60%	6,000.00**
Church portion 40%	4,000.00

### CCC disbursement of funds:

1 <sup>st</sup> . Check of 75% will be **	4,500.00
Total expenses submitted	10,000.00
2 <sup>nd</sup> check of 25% will be	1,500.00

Example 2 - Expenses were less than budget approved:

Total Budget approved	10,000.00
Conference portion 60%	6,000.00**
Church portion 40%	4,000.00

### CCC disbursement of funds:

1 <sup>st</sup> . Check of 75% will be **	4,500.00
Total expenses submitted	6,000.00 (CCC portion at 60% is 3,600)
You will owe CCC	900.00 (the difference of 4,500 - 3,600)

Example 3 - Expenses were over the approved budget:

Total Budget approved	10,000.00
Conference portion 60%	6,000.00**
Church portion 40%	4,000.00

### CCC disbursement of funds:

1 <sup>st</sup> . Check of 75% will be **	4,500.00
Total expenses submitted	15,000.00
2 <sup>nd</sup> check of 25% will be	1,500.00

In order to receive the 25% remaining, you have to submit expenses for the total budget approved, if not, the church will owe conference. The church can spend as much as they feel is appropriate but CCC will only pay for the total of the approved budget.