

CHURCH TREASURERS
HANDLING EVANGELISM MEETING FUNDS
(REVISED 4/14/2015)

1. The church treasurer will create an account in Jewel for each Evangelistic Meeting funded by the Evangelism Department (it can be created as a sub-account of the Local Evangelism Account).
2. All funds received must be posted to the account created for that specific series (CCC advance check, funds appropriated from the local church budget, offerings designated specifically for that evangelistic meeting, etc.).
3. All expenses related to that evangelistic outreach must be posted to the account created for that specific series and copies of the corresponding receipts or invoices submitted. This includes:
 - Advertising costs (printing, postage, media, etc.) We do not cover ink/toner, but we do cover printing at a FedEx Office or Staples, etc.
 - Materials
 - Children's materials
 - Bibles
 - Decorations for meetings
 - Flowers
 - Banners
 - Extra utility costs (please include bill(s) for the same month(s) the previous year)
 - Reimbursement for travel of speaker
 - Lodging for speaker.
 - Honorarium for speaker, musicians, child care*
 - Mileage and per diem for speaker**
 - Meeting related expenses.

* If you pay **any person** any stipend or honorarium, a completed W-9 form must be submitted with the receipts. If any person is paid more than \$600.00 in one calendar year, you must submit a 1099MISC Form at the end of the year for tax purposes. If one is not submitted, the church will be held accountable for not reporting these funds to the IRS.

** Mileage must be submitted with a Travel and Expense Form. Mileage reimbursement is \$0.39 per mile. No gas receipts will be accepted. The per diem rate is \$44 per day, or \$15 per day when fully entertained (3 meals are provided).

If you have questions regarding a purchase or what can be part of the evangelism budget, please call the Evangelism Department at 559-347-3165.

4. If you have used any CCC evangelism funds for your meeting, all expenses must be documented in the Recap Report and turned into the Evangelism Department for auditing within **90 days** of the end of the meeting. Please see the Recap Report Checklist on the last page.

NOTE: The CCC generally approves budget requests for public evangelism at the rate of 40% for the local church and 60% for the Conference. Forms can be obtained on our website at

ccc.adventist.org. Select “Departments”, then “Evangelism”, then “Applications” on the left side of the page. You may also request forms from the Evangelism Department by calling 559-347-3165.

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. account journals, receipts, W-9s, copies of vouchers, invoices, etc.).

SAMPLE BUDGET DISBURSEMENT:

Example 1 – Expenses were as approved budget

Total Budget approved	5,000.00
Conference portion 60%	3,000.00**
Church portion 40%	2,000.00

**** CCC Disbursement of Funds:**

1 st Check of 75% will be	2,250.00
Total expenses submitted	5,000.00
2 nd Check of 25% will be	750.00

Example 2 – Expenses were less than budget approved

Total Budget approved	5,000.00
Conference portion 60%	3,000.00**
Church portion 40%	2,000.00

****CCC Disbursement of Funds:**

1 st Check of 75% will be	2,250.00
Total expenses submitted	3,000.00
New Conference portion 60%	1,800.00
Subtract 1 st Check	-2,250.00
You will owe CCC	450.00

Example 3 – Expenses were over the approved budget

Total Budget approved	5,000.00
Conference portion 60%	3,000.00**
Church portion 40%	2,000.00

****CCC Disbursement of Funds:**

1 st Check of 75% will be	2,250.00
Total expenses submitted	8,000.00
2 nd Check of 25% will be	750.00

In order to receive the 25% remaining, you have to submit expenses for the total budget approved, if not, the church may 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.

RECAP REPORT CHECKLIST

- ☒ Completed Evangelism Effort Recap Report form.
- ☒ Jewel account printout for the evangelistic effort.
- ☒ Clearly copied receipts for any items purchased. If it is missing or we can't read it, we can't reimburse for it.
- ☒ A signed statement from any person receiving a check stating what the check was written for and that they received the check (a signed check voucher is acceptable).
- ☒ If funds for utilities (gas and electricity) were requested, please include the statement for the month(s) of the effort and the statement for that same month(s) the previous year. We will compare the two years' bills and will reimburse for the difference.
- ☒ Completed W9 forms for every person who received any kind of stipend (speaker, musician, child care, honorarium, etc.).