

POLICY 8.3 Fundraising and Money-handling

Policies related to fundraising and money-handling

- Fundraising

When fundraising is part of the organization for youth events, keep in mind the gambling policy of AGM. All fundraising activities should be previewed by the Financial Administrator, to ensure their appropriateness and effectiveness. All monies collected must be handled as described below, as soon as possible following the event or activity.

- Money-handling

Money-handling and financial management are very sensitive subjects for most people. We believe it is essential that the policies on money-handling be strictly adhered to in the organization of youth events. They are intended to protect the organizers, the participants, parishioners in general and AGM and ensure that no opportunities exist for even the suspicion of inappropriate use of funds.

All youth events involving the collecting and disbursing of funds must be done through the Finance Section of AGM. The leader will notify the Financial Administrator that a youth event is being organized and the Financial Administrator will create an account in the General Ledger. All receipts will be deposited by the Finance Section and all disbursements will either be directly paid by the Finance Section or be reimbursed. In order to qualify for reimbursement, the archdiocesan Expenses Claim form must be filled out and have the original receipt attached. It will be authorized by the leader of the event and submitted to the Financial Administrator for payment. If you do not follow these steps, there may be difficulties in making the reimbursement.

If the organizers of the youth event choose to do their own accounting, they are welcome to do that. However, any discrepancies between their accounts and those of AGM Finance Section will, after all reviews are completed, be resolved according to the accounts of AGM.

NB: It is never acceptable to set up a bank account for the purposes of organizing a youth event in or outside of AGM. If the event is in AGM, you must use either the parish where the event will be held or the Finance Section of AGM to collect and disburse all related funds. If the event is outside of AGM, you must use the Finance Section of AGM to collect and disburse all related funds.