

Procedure for Discernment about Unsolicited Designated Funds

NOTE: This is subject to review by the Treasurer for conformance to generally accepted accounting principles.

1. Individuals and groups who wish to contribute for a designated purpose not yet approved by the Vestry should make a verbal or written request to the Rector or Senior Warden in advance of contributing or soliciting contributions. Contributions cannot be accepted for purposes that conflict with 501c3 requirements or with St. Andrew's mission.

NOTE: Communication via the e-ministry regarding #1 is recommended.

2. The Treasurer, Rector, Senior Warden, and such others as they think appropriate (such as leaders of ministries related to the intention of the contribution) discuss whether the donation fits within an existing designation; if not, they will consider whether a new fund is needed and how it furthers St. Andrew's mission. They will talk with the donor and make a recommendation to the Vestry about acceptance or return of the funds. If the funds are accepted and are for a new purpose distinct from existing funds, a new fund will be created. Returns will be via St. Andrew's check.
3. Memorial funds: Contributions from multiple donors are often received in memory of parishioners. Unless a specific use has been approved as above, these funds will go into a general memorial fund which will be expended at the discretion of the Vestry. The Vestry may consider recommendations from donors or loved ones, but is not bound to honor them.
4. If, contrary to the procedure outlined in #1, someone submits an unsolicited amount of money for a designated purpose not yet approved by the church, proceed as follows:
5. (subject to Treasurer/accountant review, we believe that) All contributions to St. Andrew's should be accounted for; therefore all should be deposited. If funds are to be returned it will be via a check from St. Andrew's to the donor.
6. Sunday collection: Counters will enter all contributions on the counting sheet, since Vestry counters cannot be expected to know about all designated funds in order to make decisions about what contributions are appropriate. All contributions to St. Andrew's will be deposited.
7. Accounting: A line item called "Unsolicited Designated Contributions" will be used to temporarily hold such contributions while decisions are made about whether it is appropriate to accept them. This line will appear in the designated funds portion of the balance sheet. The Treasurer will be able to give details on whatever funds reside in this account. The contribution will then be handled as described in #2 above.