

OPP 2.6 – MEMORIALS AND THE MEMORIAL FUND

PURPOSE: To define the policies and procedures for accepting memorial gifts and gifts in honor of individuals, milestones or events to Round Rock Christian Church and to identify the roles of the Financial Team and Guiding Board regarding the fund.

POLICY

The Memorial Fund is:

- A dedicated fund within the Round Rock Christian Church Financial accounting system for the purpose of accounting for donations given in memory, or in honor of individuals, milestones or events.
- Under the auspices of the Financial Team.
- Disbursed by the recommendation of the Financial Team with approval by the Guiding Board.

The Assistant Financial Secretary will:

- Either perform the following functions or designate a person from the financial counting team to perform the following functions:
 - maintain records, acknowledge donations
 - provide an accounting of the activity (by month, quarter and annually) to the Financial Team and to the Guiding Board

MEMORIAL FUNCTIONS OF THE ASSISTANT FINANCIAL SECRETARY

- Collect copies of checks received as memorials from offering counters to identify honorees, donors and account designations.
- Maintain records of donations, acknowledgements, monthly recapitulation, and monthly and annual reports of activity to the Guiding Board.
- Correspond via letter to each person who makes a memorial donation and the family of each memorial honoree, and correspond via letter to each person, event or milestone honored as appropriate (including person and date of giving, and for donors only the notice of end-of-year giving record forthcoming at year end from the Financial Secretary for tax purpose).
- Maintain the congregation's display binder *In Remembrance* .
- May communicate via the RRCC e-newsletter and occasional announcements from the pulpit on Memorial Fund opportunities of giving to Round Rock Christian Church.
- Archives records annually.

- Coordinate with Financial Team the process of disbursing Memorial Funds.
 - Financial Team recommendation on disbursing funds is passed on to the Guiding Board by the 2nd year Trustee to convey recommendation (in writing) for approval
 - Provide information in writing for publication of disbursement of funds in e-Chalice newsletter or other method of communicating to congregation

DISBURSEMENT OF MEMORIAL FUNDS

- Entities within the congregation may request the use of funds, noting the purpose of the expenditure and the cost in writing to the Assistant Financial Secretary.
- The Assistant Financial Secretary will receive requests for disbursement of Memorial Funds, channeling information to the Financial Team for recommendation, revision or denial, and forwarding the request or denial to the Guiding Board.
- Expenditure of Memorial Funds must be approved by the Guiding Board.

MEMORIAL DONATIONS WITH SPECIFIC DESIGNATION

- Memorials and gifts in honor given with a specific designation will be acknowledged by the Assistant Financial Secretary.
- Specific designation donations (examples, but not limited to music, worship, special property upgrades) will be accounted for in the appropriate dedicated fund, not the Memorial Fund.

AUTHORITY: Bylaws of Round Rock Christian Church

EFFECTIVE DATE: May 18, 2015

LAST REVISION APPROVED ON: October 21, 2019

LAST REVIEW DATE: October 9, 2019