

Ministry Event Financial Information

Ministry Event Planning Budget:

Use the Excel "Ministry Budget Worksheet" to assist with budgeting for the event. There are two budget worksheets that you can choose to match your needs:

- "Calculate the Fee" worksheet - uses estimated event attendance & expenses to calculate the fee that should be charged for the event.
- "Fixed Fee" worksheet – uses pre-determined fee(s) and estimated attendance & expenses to calculate if the event will break even.

Event Income:

- All registration fees should be paid online via the Church Center registration form. In rare circumstances the Ministry Director may accept a cash/check payment provided all other registration information is available.
- An event may have fundraisers or donations.

ANY EVENT FUNDS should be put in a brown LOC Deposit Envelope and properly labeled.

- Give the envelope to the Financial Administrator
- Or put the envelope in the black lockbox (mail room) or church offering safe.

Money should **NOT** be taken out of the building and or held for any length of time.

Event Expenses:

Check Request Policy: for vendor payments or reimbursements:

- Provide a vendor Invoice
or
- Complete a **Check Request form & attach receipts** or other documents to corroborate the amount.
- Invoices/Check Requests must be approved by the Ministry Director.
- The Ministry Director should provide expense account detail.
- Give the completed & approved form to the Financial Administrator (mailbox).
- Allow at least one week for processing of a check.

Payments cannot be processed without ALL of the information, including approval signature(s), expense account detail and detailed receipts.

Light of Christ is a tax exempt organization. Staff and volunteers making purchases should be using LOC's Illinois sale tax exemption form.

Deposit Envelopes & Check Request Forms can be found in the LOC Mail Room.

If you have any questions regarding the above processes, please contact the Ministry Director or Vicki Barmore, Financial Administrator, vickib@locchurch.com.