

Guidelines for Parish Fund Raising Events

The Diocese of Charlotte has developed Financial Policy instructing all Diocesan entities regarding the procedures to which all Diocesan parishes and missions must adhere. As is the case with all volunteer activity, Diocesan guidelines require all volunteers in any St. William Church activity to complete a criminal background check. In the spirit of adhering to Diocesan policy, the following are St. William Church guidelines for any and all “fundraising” activities conducted under the “banner” of the church. They specifically do not apply to activities conducted with permission on church grounds by organizations or groups not affiliated directly with St. William Church, such as Catholic Charities. Those activities, however, would be expected to follow their own guidelines and controls. Such efforts, however, are subject to limits and controls the Parish Finance Council imposes, particularly whether they are permitted and the frequency thereof. The Pastoral Council should be advised of “routine” fund raising events by Parish sanctioned organizations but need not be involved in reviewing or approving the specific event other than that the scheduling thereof--as with any event or event-related activity--must be coordinated with the Vice Chair of the Council. The Pastor is ultimately responsible for enforcing compliance with Diocesan policy and procedure.

ACTIVITY TYPE DEFINED

Fundraising activities under the “banner” of the Church are defined as falling into three specific categories:

- Parish-sponsored activities and events with proceeds directly benefiting Saint William Church;
- Parish-sponsored activities and events with proceeds directly benefiting an outside organization;
- Events sponsored by Parish-sanctioned organizations—such as The Ladies’ Guild, Men’s Club—with proceeds directly benefiting that organization.

PARISH INITIATION POINT OF CONTACT

In general, the St. William Church Pastoral Council is the deliberative and advisory panel responsible for originating and supervising parish sponsored events with proceeds directly benefiting the Church. Such events should be overseen by a member of the Pastoral Council who will evaluate the plan for review and debate by the entire Council. The event proposal’s plan should include as a minimum: a description of the objective of the event; if the event will require any “seed” money (the purchase of materials or items to be sold, such as 911 house markers, food, beverages, etc.) and the source of that funding; research supporting the likely success of the event; anticipated total gross and net revenues to be generated by the event; appropriate financial controls in place; and the name of the event chair as well as an indicated commitment of that individual to pilot the event to a conclusion.

PARISH CONTROL POINT OF CONTACT

Following Diocesan Guidelines, the St. William Church Finance Council is responsible for reviewing requests for fund raising events and determining the appropriateness of each and the final approval or denial of such requests. The Finance Council also has an “oversight” responsibility with regard to the event once approved to assure compliance with detailed financial guidelines outlined below. In the event that the Finance Council develops a fund raising idea benefiting the Parish, it should first be submitted to the Pastoral Council for review as outlined above. Fund raising events by Parish sanctioned organizations benefiting that organization are not subject to specific review and oversight except that the “books” of that organization must be reviewed by the Parish Business Manager on an annual basis.

Guidelines for Parish Fund Raising Events –page 2--

FINANCIAL GUIDELINES AND OVERSIGHT

As detailed above, the St. William Finance Council is responsible to assure that major fundraising events comply with generally accepted financial controls.

Financial controls would include, as a minimum:

- Cash receipts from income generating activities such as raffle sales, food sales, alcohol sales should be reviewed on a regular basis (daily, weekly, etc.) by the sub-activity chair.
- Deposits of collected monies should be made with the Parish Business manager at regular intervals (at least weekly) leading up to the event itself.
- Disbursements from “seed” money for supplies (materials, food, alcohol, permits, etc.) should be made on the basis of a receipt submitted to the Parish Business manager. Such disbursements should be made by check issued by the Parish Business Manager. Cash disbursements should be avoided wherever possible, except in extraordinary circumstances, and any such cash disbursements should be signed for by the recipient.
- An event summary accounting must be prepared by the event treasurer and cosigned by the event chair at the completion of the event. Such a summary accounting must be reviewed and approval by the Business Manager.

“Common sense” controls would include, as a minimum:

- Notification of all appropriate local law enforcement agencies of the dates and times of the event as well as certain details, such as whether alcohol is to be sold or gambling -(bingo, etc.) related activities will be conducted.
- Assuring that all civil permits (ABC alcohol license, etc.) are obtained.
- Assuring that local security measures are in place to safeguard the collection and safekeeping of cash.

GUIDELINES FOR AGENCY “COLLECTION” FUND RAISING

Church-related (St. Vincent de Paul) and community agency-related (Sharing Center) free will offering collections will be strictly limited to no more than one such specific solicitation in any calendar month. In no circumstance will more than one (after Mass) solicitation be conducted on the same weekend and no such collection will be permitted on any weekend that a parish social event (Thanksgiving Dinner, etc.) is scheduled. Any requests for an exception to these limits or requests for solicitation from new organizations must be approved in advance by the Parish Finance Council and existing solicitations may be subject to further controls (discontinuance or frequency) if their continuance is determined by the Finance Council to be negatively impacting the continuing general offertory, which is the parish’s primary source of operating revenue. Organizations approved for such solicitations will provide to the parish Finance Council a planned schedule of such collections on a quarterly basis to be submitted to the Finance Council Chairperson at least one week before the scheduled Council meeting prior to that following quarter.

GUIDELINES FOR RAFFLE-TYPE FUND RAISING AND EVENT TICKET SALES

Raffles for tangible goods (“Luv Basket”, paintings, etc.) as well as event admission “ticket” sales (Men’s Club pancake breakfast, SVdP dinner, etc.) will be strictly limited to no more than three consecutive such solicitations. In no case will more than one such raffle solicitation or ticket sale activity take place on a single weekend. As above, organizations approved for such solicitations will provide to the parish Finance Council a planned schedule of such raffles or ticket sales on a quarterly basis to be submitted to the Finance Council Chairperson at least one week before the scheduled Council meeting prior to that following quarter. Event tickets may also be purchased directly from a member of the sponsoring organization.

SUMMARY

As outlined earlier in this document, there is considerable responsibility associated with being stewards of the temporary resources of the Church. Organizations and individuals involved in fund raising activities even remotely related to St. William Church are exhorted to adhere to the strict discipline either directly cited or implied in the foregoing to assure that any activity of the parish or a related organization is above reproach in the eyes of fellow parishioners, the Church or civil authority.

