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**Ministry Activity Approval Process**

**Finance Checklist**

(To be completed by the applicant in collaboration with the Finance Office and submitted to the Finance Office for approval.)

*Statement of Purpose:
To ensure that financial transactions are executed in accordance with church financial standards and that the financial objectives of the ministry activity are met.*

Name/Type of Ministry Activity:

Area of Ministry Date of Request:

Contact Name:

Phone: email:

Staff Liaison:

Briefly describe your proposed financial asking (offerings or sales), stating how it relates

to the needs of your ministry area (purpose):

Date(s) of Ministry Activity:

Dates of financial asking or ticket sales, if different from above:

What is the fundraising goal of this event? $

**FINANCIAL ACTIVITY TYPE:***Identify the Financial Activity Type that best describes your ministry activity:*

 *I. Designated Offerings
II. Ticketed Fundraising Events
III. Self-Funded Event Registrations*

*Complete the relevant section below.*

**I. DESIGNATED OFFERINGS
(donations solicited without expectation of receiving valued goods or services in exchange)***NOTE: All print, electronic, and spoken communications that explain the intent of the offering must be consistent with the details provided below.*

**a.** Purpose of the offering

**b.** Organization or LAUMC Ministry to receive the offering

**c.** Description of all expenses to be deducted from the offering
 (If expenses will be incurred in this activity, please attach a detailed budget)

**II. TICKETED FUNDRAISING EVENTS
(admission price in exchange for goods and/or services received)***NOTE: The Finance Office must review in advance all materials and communications that solicit donations.*

**a.** Description of the fundraising purpose

**b.** Admission price and/or suggested donation

**c.** Dates of advance ticket sales

**d.** Activity budget
*(Please attach a detailed budget with calculations supporting expected income, detail of expenses by type, expected net activity from the event)*

**e.** Authorized source of backup funding if expenses exceed income

**III. SELF-FUNDED EVENT REGISTRATIONS
(trips, tours, and outings)**

**a.** Registration cost details (per person, couple, family, etc.)

**b.** Event budget
*(Please attach a detailed budget with calculations supporting expected income, detail of expenses by type, registration fees, transportation, scholarships, etc.)*

**c.** Authorized source of backup funding if expenses exceed income

**d.** Plans for offering and funding event scholarships or other subsidies