

FINANCE TEAM

WHAT DOES THE FINANCE TEAM DO?

The purpose of the Finance Team is to provide general oversight for all financial activity of the Crusade. This oversight includes but is not limited to:

- Fundraising efforts necessary to secure the Crusade budget.
- Establishing proper accounting procedures.
- Maintaining financial records and reporting financial activity.
- Processing Crusade donations and pledges received at the Kick-off Banquet, Crusade Challenge Sunday, Banquet Ticket Sales and love offerings at each night of the Crusade.

How the Funds Will Be Used

While GO TELL Crusades, Inc. does not charge a fee to bring a Crusade to your community, there are expenses that will be incurred during the preparation process as well as during the Crusade itself. Anticipated expenses include facility arrangements, youth events, training and promotional materials, advertising costs, travel/lodging/meal costs for the Crusade Team and special guests, event production, etc. Funds raised will be used to cover Crusade expenses. Sources of income consist of contributions from individuals, local businesses, corporations, foundations and churches, etc.

Rick Gage does not receive any fees or accept an honorarium from the crusade. He receives a salary from GO TELL Crusades, Inc. which is a faith-based, nonprofit ministry that trusts the Lord's faithfulness to provide for its needs through the people of God. A free-will love offering will be received each night of the Crusade for the continued work of GO TELL Crusades, Inc. in fulfilling the Great Commission around the world.

How the Funds Will Be Managed

The Finance Chairman and Finance Team are appointed to manage Crusade expenditures in accordance with procedures established by GO TELL Crusades, Inc. A local bank account is established in the name of GO TELL Crusades, Inc. [a 501(c) (3) corporation] so that contributions are tax deductible (since the Crusade itself is not a legal entity but an event conducted by GO TELL Crusades, Inc). GO TELL will issue a tax receipt to all contributors. Because the local Crusade is an extension of GO TELL Crusades, Inc., all financial records will be submitted to GO TELL Crusades, Inc. headquarters in Duluth, Georgia. Then the CPA firm retained by GO TELL Crusades, Inc. will review the records and submit the required reporting to the Internal Revenue Service.

The Executive Committee and Finance Team will ensure fiscal control in several ways. First, they bear full responsibility for raising all funds necessary to meet the Crusade budget. They will provide opportunities for individuals, businesses and churches to financially support the Crusade. Additionally, they will ensure the Crusade funds are handled with the highest ethical standards and in accordance with established procedures. Finally, they will ensure monthly financial reports are prepared and made available upon request.

Finance Committee Positions and Job Descriptions

The Finance Committee should be comprised of several members who have a background in finance, accounting or business management. This method will assure the expertise necessary to establish the financial management procedures. It also will provide the community with confidence that their financial resources will be handled in a professional manner. It also is recommended to have a few business and community leaders on the committee to assist with community fundraising efforts. **The Crusade budget should be secured no later than two weeks prior to the Crusade.** Individuals with fundraising experience, who are well known in the community, will be a great asset to the committee in accomplishing this goal.

Generally accepted accounting practices indicate that a definite separation of duties is necessary to safeguard the financial resources of the Crusade and to protect the integrity of all parties involved in the handling of finances. Therefore, the following positions and job descriptions are recommended:

Finance Chairman

- Ensures the financial arrangements – agreed upon with GO TELL Crusades, Inc. in the planning stages of the Crusade– are followed.
- Serves as the financial liaison to the community.
- Oversees the handling of all monies involved in the Crusade.
- Authorizes the release of funds for payment.
- Recruits team members to fill recommended positions. Provides training and oversight to team members as necessary.
- Recruits individuals who are gifted in soliciting funds for the work of advancing God's Kingdom, specifically for this Crusade effort.
- Prepares financial statements each month as well as the final financial statement at the close of the Crusade.
- Sends all financial records to the home office of GO TELL Crusades, Inc.

Crusade Treasurer

Open Crusade Bank Account

A Crusade bank account will be opened at a local bank in the Crusade area in the name of **GO TELL Crusades, Inc.** Contact the GO TELL Crusades home office before opening the account to obtain the ministry's tax ID number and specific instructions on how to open the account. The CPA and Corporate Secretary for GO TELL Crusades, Inc. will need to be added to the local Crusade account. It is essential that the account be opened in the name of **GO TELL Crusades, Inc.** in order for contributions to the Crusade effort to be tax-deductible.

- **GO TELL Crusades, Inc.** is a nonprofit 501(c) (3) organization to which contributions are tax-deductible; the local Crusade is not.
- The local bank will have a standard corporate resolution that will need to be executed by an officer of **GO TELL Crusades, Inc.**
- The resolution should be mailed to the Corporate Secretary to authorize the account at GO TELL Crusades, Inc., P.O. Box 2138, Duluth, GA 30096.
- Questions concerning the Crusade account should be directed to the home office of GO TELL Crusades, Inc.

No more than 60 days after the Crusade is over, the bank account should be closed and any remaining funds – along with all of the original invoices and payment documentation, bank statements, any additional contributor information and a final financial report – should be mailed to:

GO TELL Crusades, Inc.
P.O. Box 2138
Duluth, GA 30096

A letter should be sent to the GO TELL Crusades, Inc. home office, along with the records verifying the account has been closed, no longer than 60 days after the end of the Crusade.

- Serves as the primary signer of all checks issued from the Crusade checking account and is responsible for accounts payable functions.
- Be sure all expenses paid are recorded in conjunction with the Crusade budget to make certain no category exceeds the allocated amount.
- Maintains an accurate balance in the Crusade checking account.
- Records and deposits into the Crusade checking account all contributions received.
- Reconciles the bank statement.

- Keeps all deposit receipts and contribution documentation in order and makes these records available to the Treasurer each month to reconcile the bank statement.
- Prepares the bank deposit slip for the Crusade Love Offering each night.
- Secures cash and checks as well as transports the deposit safely to the bank after the counting is complete. A sheriff's deputy or police officer, providing Crusade security, should escort the Banker to the night deposit.
- Sorts and counts the love offering each night of the Crusade in accordance with the Crusade Offering Procedures.
- Ensures that a W-9 form is completed by all individuals being paid for services rendered prior to checks being issued. These forms are required by the IRS to be on file in the home office of GO TELL Crusades, Inc. and should be submitted immediately after the Crusade is over. GO TELL will provide W9's for all personnel on our team.
- Have per diem amounts available in cash for each member of the Crusade Team during the Crusade. GO TELL will provide envelopes from our home office for this purpose. These per diems should be given to the GO TELL staff upon their arrival.
- Issues a check to GO TELL Crusades, Inc. for the total amount of the love offering received each night at the conclusion of the Crusade **within one week**. Also responsible for issuing the remaining balance in the Crusade account to GO TELL Crusades, Inc. after all bills have been paid.
- Note, in order to close the account in a timely manner, all bills should be received from vendors within one week of the end of the Crusade. Please make sure all vendors are aware they need to send their invoices by this date.

Fundraising

Fundraising efforts should begin immediately. A worthy goal is to raise one-third of the Crusade Budget at the Kick-off Banquet. The remaining two-thirds should be solicited from businesses, corporations, foundations, individuals and churches.

A **Participating Church** is defined as one that transfers its Sunday and Wednesday night services to the Crusade site, provides volunteers and supports the Crusade financially. The Finance Committee should begin seeking support from area churches as soon as the Crusade preparation begins. Requests also should be made to the local denominational associations, state conventions, ministerial associations and any other faith-based organizations, etc.

The proposed schedule of events includes a **Crusade Challenge Sunday** which is an opportunity for participating churches to take up a special Crusade offering. All churches should be encouraged to offer their congregation this occasion to support the Crusade.

The Finance Committee also should approach local businesses for financial support. Explain the benefits their businesses can expect to receive by supporting the Crusade and encouraging their employees to attend.

The Crusade Budget

GO TELL Crusades, Inc. will present a proposed budget to the Executive Team before the Kick-off Banquet/Rally. The presentation of the Crusade budget will take place in a scheduled meeting to discuss each line item related to the overall expenses of the Crusade. Once the Crusade budget is finalized, the Executive Committee and Finance Team will provide opportunities for individuals, local businesses, corporations, foundations and churches to financially support the Crusade budget. The final approved Crusade budget becomes the financial operating guide for the leadership of the Crusade once it is signed off on by the Crusade Chairman, Finance Chairman and GO TELL personnel. **Any adjustments must be approved by the Executive Committee and GO TELL Crusades, Inc.**

Crusade Contributions – Deposit and Recording Procedures

- Record all contributions received.
- A detailed, legible record of all contributions to the Crusade must be maintained for a tax receipt to be issued. An Excel spreadsheet will be provided by GO TELL Crusades, Inc. for data entry of contribution data.

Payment Procedures

The Crusade Leadership and Team Chairmen are accountable for how they utilize the resources made available to them for the conduct of the Crusade. The following guidelines have been established for processing Crusade payments:

- All purchases must have the appropriate committee chairman's approval and Finance Chairman's authorization before payment will be made.
- A receipt or invoice must be attached for a check to be issued.
- In the event a purchase is necessary that is not included in the budget, the appropriate team chairman should notify the Crusade Chairman or Finance Chairman for the appropriate action to be taken. GO TELL also must approve any such changes to the budget.
- All documentation of expenses, along with the check register, will be made available to the Treasurer to reconcile the bank statement.

Crusade Love Offering Procedures

A love offering will be taken each night of the Crusade. The love offering is a contribution to GO TELL Crusades, Inc. and should be recorded separately from Crusade budget contributions. A sufficient number of money counters should be present each night of the Crusade. The final love offering and resource sales should be paid to GO TELL **within one week** of the end of the Crusade.