

**Manchester United Methodist Church
Chancel Choir Funds Policy
Revised and Updated March 2004**

DEFINITIONS

- 1.1 Chancel Choir Funds covered by this policy are defined as Activity Funds and specified as continuing or one-time activities
Continuing activities are defined by Choir Officers and are those which continue from year-to-year without requiring approval votes. Examples are scholarship, benevolence, Chancel Times
One-time activities are non-repeating. Examples are out-of-town travel or retreats Outreach
- 1.1.2 includes gifts, grants or memorials given by the Chancel Choir within MUMC or to the
- 1.1.3 community at large

SOURCE OF FUNDS

- 1.2 Sources of funds are Specific Fund Raisers or Member Contribution
- 1.2.1 Fund raisers include any choir performance which is designated as the source of choir funds for a specific year
Member Contributions are gathered to pay for such things as transportation, lodging and other expenses for travel or retreats

USE OF FUNDS

- 1.3 Uses of funds are Continuing, One-time or Outreach activities

FUNDS MANAGEMENT

- 1.4 Funds management includes spending authority and tracking of activity funds
- 1.4.1 Spending authority begins with the choir officers and over set limits resides with the choir membership
- 1.4.1.1 All requests for choir funds must be brought to the choir officers. Spending for amounts up to \$500 can be authorized directly by vote of officers present at a scheduled meeting or special called meeting. Requests for spending over \$500 must be first approved by the choir officers and then brought to the choir membership for vote. Requests which are not approved by the officers are considered closed
- 1.4.1.2 In general, Activity funds are not used for normal Music Ministry operating expenses such as robe maintenance or music purchase. In extraordinary circumstances the Director of Music Ministries may request funding assistance from the choir officers who will vote and either approve or deny. If the amount exceeds \$500, approval will be sought from the choir as described in 1.4.1.1
- 1.4.2 Tracking Activity funds is the responsibility of the choir Treasurer
- 1.4.2.1 All choir Activity funds are managed through the MUMC Finance Director and maintained in the bank account of MUMC