

POLICY STATEMENT FOR PATHFINDER FINANCES

The Pathfinder Finances policy is important for the following reasons:

1. Protection of the Pathfinder Club and Director.
2. Good management of Pathfinder funds.
3. Each month a report should be submitted to the church board to clearly delineate the finances of the club.
4. When club monies are held by the church treasurer, care should be taken that Pathfinder money is held in trust and never to be used for any other church business.
5. Separate checking and savings accounts must be approved by the church board and Conference Treasurer's Department. All accounts are subject to audit by the church/conference treasurer. Monthly reports (copies of the bank statements) must be submitted to the church treasurer.

Four methods of record keeping:

1. Direct church treasurer reimbursement.
 - A. All income receipted through church treasurer.
 - B. Reimbursements are obtained by giving receipts to church treasurer.
 - C. Short-term petty cash from church treasurer. For example, for campout withdrawal of \$200 from treasurer, after the campout return the remaining cash and receipts which should add up to the original amount.
2. Petty cash account
 - A. Director or club treasurer keeps a specified amount of cash on hand (i.e. - \$50 - \$300).
 - B. Each month receipts and income are turned in to church treasurer. Receipts and petty cash should total to original amount. All income should be receipted directly to the church treasurer. Income and expense items should be clearly shown in Pathfinder club budget.
3. Petty cash checking account
 - A. Account maintains a specified amount of money.
 - B. All income is to be receipted directly through the church treasurer and held in a Pathfinder account with church funds.
 - C. Expenses are paid out of checking account. Each month, receipts are turned in to church treasurer who then writes a check, debiting the church Pathfinder account, for the amount of receipts which should replenish checking account to original balance.

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4. Separate checking or savings accounts
 - A. **MUST be approved by the church board and the Conference Treasurer's Department.**
 - B. All accounts are subject to audit by the church treasurer and Conference Auditing Department.
 - C. **MONTHLY reports and copies of ALL bank statements must be submitted to the church treasurer.**
 - D. All monies received must be deposited and checks written for expenses to keep accurate records.
 - E. **The importance of good records and reporting to the church board and treasurer cannot be overemphasized!**

Please note the following:

1. All income should be receipted by the church treasurer, to be kept in a fund for the specific use of the Pathfinders.
2. Expenses are reimbursed by the treasurer through presentation of receipts.
3. **The importance of good records and reporting to the church board cannot be overemphasized!**
4. Any time a bill can be paid directly by the church treasurer, out of the Pathfinder fund, this should be done. Big purchases such as camping equipment, uniforms, etc. could, and should, be handled this way.
5. **Separate checking/savings accounts and petty cash accounts are subject to audit by the Conference Auditing Department.**

It is the recommendation of the Conference Youth Department that each church strive to support the Pathfinder Club through monthly financial support. Most of the church support monies should be utilized for the purchase of Pathfinder equipment, and occasionally for transportation or other expenses.

(Sponsorship can be sought for a specific Pathfinder who cannot afford club expenses.)

8/09 (Reviewed 3/12)