

APPENDIX 2.13

THE REFUGEE FUND POLICY

Origin and Purpose

In 2014, the Lambton Refugee Committee (LRC) was reactivated with the intent of sponsoring refugee families to the Sarnia area. Lambton Presbytery approved the sponsorship of the Jaber Al Mudeer family who arrived in April 2016 and also Jaber's brother, Hussain Al Mudeer and family and Farha Alkhalil (mother) who all arrived in November 2021. To facilitate the process to manage donations to the refugee committee, by consensus with its partners in Lambton Presbytery, it was agreed that Grace would manage the financial accounting work associated with this undertaking.

The Lambton Refugee Committee (LRC) has a dedicated bank account and GIC at the Northgate Plaza Scotiabank to handle financial transactions and management of the funds. The LRC treasurer is responsible for managing these transactions.

After the UCC modified its governance structure, Lambton Presbytery became a part of Region 7 (now Antler River Watershed Regional Council), but the Committee organization remained unchanged. At a Grace congregation meeting in October 2019, an agreement was signed to enter into a contractual agreement with the United Church of Canada for Grace to serve as a Constituent Group for the sponsorship of a refugee family. The LRC will be responsible for the day-to-day support of the family, including: reception in Canada, food and lodging, medical and dental needs, education, other settlement assistance, well-being and support of the sponsored family for the 12-monthly period commencing with the date of arrival of the sponsored family in Canada. If additional funds are required, it will be the responsibility of the LRC to fund raise. The LRC will report to the Grace United Church Outreach Committee. If the LRC is unable to fulfil these responsibilities, they will be assumed by Grace United Church.

The Grace Refugee Fund (the "Fund") was created to provide financial support to the refugee sponsorship program. This Fund was established to assist members of Grace and its partners to manage cash donations to this cause.

Parameters of the Fund

A] Uses of Donated funds

The Committee establishes a budget for the family which is intended to include a monthly allowance and to cover expenses such as rent, utilities, food, etc. Other than the government child tax credit, the family has no other means of regular support when they initially arrive in Canada.

Other expenses may be covered at the Committee's discretion.

Contributions to the fund are made to help settle the refugee family in our community, support them financially for one year, and to assist them with being independent after that year is completed.

B] How the Refugee Family Receives Funding Support

The Committee bank account serves as the direct means by which disbursements are made in support of the refugee family.

There are 4 signatories on the account. Cash withdrawals and transfers cannot be made. Cheques require 2 of the 4 signatories to sign. Deposits can be made into the account.

C] How Donations are Made to the Fund or Committee

Grace Finance committee manages the accounting processes for the Fund.

Donors to the Fund are advised that they must append a note or mark on their donation that it is for the Refugee

Committee or Fund so the amount is captured in the Donations database. Periodically a lump sum is transferred from the Fund to the Committee bank account.

Donations coming through other churches are typically dealt with by that congregation as far as tax receipts are concerned and then a cheque for the total amount of the donations is forwarded to Grace and credited to the Fund, or sent directly to the Committee.

If no tax receipt is required, then cheques made payable to the LRC can be forwarded directly to the LRC Treasurer who will deposit them into the bank account.

D] End of the Sponsorship Project

If for any reason these funds were no longer required during the current sponsorship period, or in the event that there is money remaining in the Committee bank account and/or in the Fund at the end of the sponsorship period, the Committee would determine how to disburse the remaining balance at that time.

Authority and Approvals

Management of the disbursements from the LRC bank account is under the authority of the LRC.

Management of the Fund is under the authority of the Finance committee.

The operation of the Committee bank account and the Fund will be reviewed periodically and updated jointly by both parties to reflect any changes.