

## APPENDIX 2.9

### **THE YOUTH WORSHIP FUND POLICY**

#### Origin and Purpose

The Youth Worship Fund (the "Fund") is a Special Fund that was created in 2013 to manage the children's Sunday School offerings. Before that time, the offerings were kept in a separate bank account and managed in a separate record keeping and accounting system.

#### Parameters to the Fund

Children and youth may contribute each Sunday morning during the time they meet at their worship centre.

Children have a different style of offering envelope from the style used by adults. A child's envelope number is linked to their parents for receipting purposes, i.e. families are integrated together in the donations database.

Many children do not use envelopes. Loose money is not receipted..

Individual donations to the Fund by adults are also accepted

The Sunday offering is collected weekly and securely stored in a bag in the church office. About monthly the offering is collected by a volunteer, a bank deposit slip is completed, the Youth Worship account is credited, and the cash is included in the week's bank deposit.

The Fund is used to purchase teaching supplies, stocking the toys and equipment used by the children, and to cover other miscellaneous expenses for the children's programming.

#### Authority and Approvals

Spending from the Fund is under the authority of the Christian Development committee. The CD committee is accountable to Council for the use of the Fund.