

H U D D L E P L A Y B O O K

Huddle Policies for Handling Funds

“All funds and/or property received by or coming into the custody of any Huddle group shall be the property of the Fellowship of Christian Athletes to be expended or applied only for the purposes and in accordance with the policies and regulations prescribed by the Board of Trustees.”

A local checking account can be set up at a bank by an FCA Huddle group. When setting up the checking account, the bank will require all those signing checks to sign a signature card on file with the bank.

For control purposes, it is necessary that an employee of FCA also be included on the signature card, although they will not be involved in signing checks for normal account transactions. In addition to this FCA employee, others on the signature card should include the leadership of the FCA Huddle.

The bank signature card should be updated periodically to reflect current information. Copies of the signature card and related banking agreements must be filed with the local FCA office.

According to FCA policy, when writing a check, two signatures are required for withdrawal of monies. When setting up the account, please notify the bank of this double signature policy, so that they can set up the account accordingly. The two signatures on checks should include the signatures of both the Huddle Coach and one of the authorized officers on the checking account. Funds solicited and/or generated by the Huddle fall into two categories:

- 1) Non-contribution Gifts: The amount of money received equals the services rendered to the person giving the gift. Examples include: merchandise sales, price of admission for a breakfast/lunch/dinner program, car wash proceeds, payment of money due for retreat and/or Camp for specific students. Non-contribution gifts are not eligible as a tax deduction; therefore, these monies must be deposited directly into the local checking account.
- 2) Contribution Gifts: These are funds given to the Huddle to support the needs of the FCA ministry with no services or consideration rendered to the donor. Examples include: non-designated scholarship money for retreat and/or Camps, etc.

It is necessary for donors to have proper tax-deductible receipts in order to claim this gift.

GUIDELINES



To satisfy IRS requirements, contribution gifts should be sent to:

Fellowship of Christian Athletes
Attn: Receipting
8701 Leeds Road
Kansas City, MO 64129

A tax deductible receipt for the gift will be generated for the donor and properly credited to the Huddle. The Huddle is responsible to spend the money in accordance with FCA policies. To record contribution gifts use the Funds Returned Contribution Transmittal form for Huddles. The funds will be returned to the Huddle, less an 11% administrative charge. In the event a Huddle has annual gross receipts in excess of \$25,000, the Huddle must immediately contact the Support Center for special guidance.