How to Use the CTOF

Requestor's Overview

Each Requestor (Board Member or Committee Chair) is responsible for planning their spending for the year based on three month (quarterly) periods. PWOC budgets are usually prepared in the summer (check with your President and/or Financial Liaison) and turned into the Financial Liaison who submits it to the Funds office for review and approval. The Financial Liaison is responsible for communicating the appropriate budget information to the Board/Committee Chair.

After the monies have been approved, you are allowed to request them. These monies will come from the Chapel Tithes and Offering Fund (CTOF) and are tax exempt.

Financial Liaison's Responsibility:

1. Obtain the appropriate PO Request forms from your funds office or confirm that the one you have is current.
2. Decide what you want.
3. Find out where it is, how much it costs, and shipping costs if applicable. Add a buffer amount in case actual shipping rate changes.
4. Get the company contact information: address and phone number.
5. Find out if the company will accept a credit card or a purchase order and are willing to work with the tax-exempt status of CTOF. If they are not, find another company. If they need the tax-exempt number up front, it is: ####### Ex: Walmart - credit card; Commissary - Purchase order
6. Know which sub-account and number this will come out of. Ex: PWOC is 01-02
7. Write all of this information on the Purchase Order (PO) Request from the Funds office.
8. Get the chaplain to sign the form.
9. Take the signed PO Request and other pertinent info to the Funds office. This has to be done no later than 7 working days before you need the completed Purchase Order for the event. If you turn in a PO Request less than 7 working days from when you want the money, be prepared that it may not be authorized and/or processed and you may not receive the money. If not authorized and you decide to continue with the event, it will have to be paid for out of pocket by the participants.
10. Plan as far ahead as you can. Take into account Funds office closures that could effect PO processing. (Examples include but may not be limited to Fiscal year-end shut down or ordering

TIP: Ask about planned Funds Office closure dates during budget planning. Communicate the information to requestors to help them plan their orders. Knowing this is especially helpful when planning your Fall Conference registration.

11. Always keep a copy of everything for your records.

Funds Office Responsibility (with your help)

1. Funds office takes the PO Request form from you. (SSG - phone #)

2. It will be processed - made sure it is completely and accurately filled in. A completed Purchase Order (PO) shows the total amount approved and has a PO number assigned to it. These are copied and the copies kept in the PO Pickup Book at the Funds Office. You will sign for and pick up the copy from this book and make a copy for the vendor. Processing time varies. Go through the sponsoring chaplain or assistant first to see if it has been processed.

3. Processing/spending involves:

   A. Determining if it is for a credit card or purchase order purchase.

   B. Assigning the PO a number for tracking. (A copy is made for the pickup book)

   C. If it is local and a credit card purchase: (see the Credit card NCO)

      i. For Your Town - the PO stays at the Funds Office

      ii. If you don't know, ask when turn it in/call back to find out where it was sent - find out early on to save time and confusion.

      iii. You will have to set up a time with the respective NCO to go and buy what you have requested on your list. Be flexible and be sure to call them well ahead to coordinate. The SGT will meet you to pay for it (please be done shopping).

      iv. The original receipt will go with the NCO. If the store will make a duplicate receipt, get one then. If not, ask the NCO to make a copy of the receipt when he/she gets back for you to pick up for your records.

      v. If the final amount is more than you were approved for - you have to pay the extra out of your pocket right then and there.

   D. If it is for a Purchase Order - ex: Kroger:

      i. You don't need to coordinate with the Credit Card NCO when you have a purchase order purchase.

      ii. Get the copy from the PO pickup book for your records.

      iii. Make a copy of this PO at the Funds Office before you leave. This copy is to give to the store when you pay for your items. You keep the other copy for your records.

      iv. Go to the store, pick out your items, present the PO for payment to the cashier.

      v. Get the receipt and write the PO number at the top of the receipt before you leave the store.

      vi. Make a copy of the receipt with the PO number on it for your records. (You may copy this at the Funds Office before you turn in the receipt to them.)

      vii. Turn in the original receipt with the PO number written on the top to the Funds Office no later than 24 hours/one business day after the event.

E. If it is an online purchase with the credit card:

i. Have all the information you need together including the copy of the purchase order. Coordinate with the SFC for a time to put in the order online together. Specify shipping preferences and costs - esp. if needed in a timely manner.

ii. SFC will put in/pay for and get a confirmation number.

iii. Get a copy of the printout of what was ordered from the SFC. Make sure you have the confirmation number on that printout and the expected time of arrival for the order.

iv. When the order comes in, the Funds Office has to open it, check the contents against the invoice and then they will notify you that it has arrived.

v. Go pick it up.

4. At this point, you and the Funds Office should have a copy of the Purchase Order Request, a copy of the Purchase Order with number, and a copy of the receipt/confirmation number to show you bought something.

5. When the Funds Office gets all the paper work back, the funds are deducted from the appropriate account. You have 3 months from the date the PO is processed to use the funds. After 3 months, the PO is no longer good.

   Honorariums are handled the same way as above with an extra step. The person to be paid must sign a “Statement of Service” to verify they really came and did what you requested of them. Get this statement of service form and an extra copy of the purchase order from the Funds Office before they perform and have them sign the statement before they leave from your program. Give them the copy of the purchase order as their invoice/bill for their records. The statement of service must be turned in to the Funds Office as soon after the service is performed as possible (24 hours/one business day after the event). The Funds Office has up to 30 days to get a payment check into the mail for them.

   Childcare is a monthly bill for services rendered sent to the Funds Office and a check is cut to them.

The Chaplains Program Budget Advisory Committee (CPBAC) meetings:

These meetings mostly cover the quarterly CTOF (Chapel Tithes and Offering Funds) but do include Appropriated Funds decisions as well.

These meetings are held quarterly, near the end of each quarter, check with your Local Funds Office for the specific date. They cover:

1. how money has actually been used for the quarter,
2. review the next quarter’s budget requests and
3. give approval/disapproval for use of the future quarter’s funds.

Each quarter’s budget requests and any any supporting documentation must be turned in to the CTOF manager 7-10 working days prior to the CPBAC meeting. The committee is made up of the Installation Chaplain and those personnel appointed by the Installation Chaplain who represent the religious programs throughout the entire Chapel community. These are the only voting members. The committee is there to advise the Installation Chaplain and put in requests. However, the Installation Chaplain has the final say on how monies are spent. The Installation Chaplain’s signature represents his approval within the set guidelines.

These meetings are public and anyone may attend. Guests usually include those the appointed personnel have asked to help make their programs work. Example: PWOC president and treasurer may come to help clarify/answer additional questions though the PWOC Chaplain is the only one allowed to vote and is responsible for the program.

The minutes of these meetings include spreadsheets that represent to the Installation Chaplain the funds used to date and requests approved by him.

Summary:

This document represents a general overview to handle most situations dealing with the Funds Office. As Financial Liaison it is important that you make contact with your Local Funds Office to introduce yourself and confirm local procedures. Always seek clarification and ask questions as needed. Finally, track and followup on the status of all your Requests..