

Event Finance Administrator

The event leader will appoint someone to be the Event Finance Administrator. This could be the event leader, a church leader, or a responsible event participant. The Event Finance Administrator will be responsible for managing all event funds and reporting expenses back to Reliant.



Since almost all event finance administrators are not Reliant employees (and the church partners have requested that we do not give access Solomon access to all the trip leaders) we have created this [Event Finance Information Google Doc](#) that outlines the below information and can be shared directly with the event finance administrator. If a change is made to the below required Solomon pages then the change needs to be made in the google doc.

Required reading for the Event Finance Administrator:

- [Event Advances](#)
- [Event Participant Allowance](#)
- [Allowed Event Expenses](#)
- [Event purchases prior to receiving event advance](#)
- [Reporting Expenses](#)
- [Leftover Funds](#)

*If you are a Collegiate Leadership Training Finance Administrator please also read [Leadership Training Finance Administrator](#).

Agreement with Reliant

The Event Finance Administrator is expected to complete this agreement with Reliant, indicating responsibility for managing funds in accordance with Reliant's guidelines and policies.

Event Finance Agreement

Receiving Payments

Unless otherwise arranged, event funds will be paid by direct deposit to the bank account on file as submitted by the Event Finance Administrator. Please complete the Event Direct Deposit form and share it with events@reliant.org for processing.

Employed Reliant Missionaries: this form is for events-use only. Do not submit this form for payroll and reimbursements.

Events Direct Deposit Form