

Leftover Funds

Even though your goal is to appropriately budget for how much you will need to spend prior to the trip, you might find that you have leftover funds from the Event Advance that will not be used. You have several options.

Gift to the Local Church

The Event Finance Administrator, with the approval of the leader of the event's sponsor church, may opt to gift any leftover USD\$ funds to the local church the events team is serving. This is to be given to a church/ministry and not given directly to an individual.



This option should be discussed with the local church (or network directors) as typically left over/surplus funds from an event is moved into the church/network event administration fund to be able to cover deficits from other events with the church/network partner.

- **\$500 or less \$USD:** Please provide a simple hand-written receipt that the church leader can sign indicating how much you have left. This receipt will need to be included in your Cash Journal using account code 5700. No additional reporting will be required.
- **Over \$500:** Gifting this amount to the local church is considered to be a grant which has expense reporting criteria. The responsibilities of this option has already been discussed with the leader of the event's church/network sponsor. If you are choosing this option, please contact the Reliant Events Department for guidance.



Grant Information

- Please review [Church/Project Funds and Grants](#)
 - For a church to be approved to receive grants out of the event parent admin fund, [here is the form we need](#).
- Here is the [Special Grant Request form](#) which they can use each time they need to ask for a grant.

Foreign Currency

If you have foreign currency on hand that is the equivalent of \$50 or less leftover at the end of the event, you may simply leave the foreign currency with the local church. Please provide a simple hand-written receipt that the church leader can sign indicating how much you have left. This receipt will need to be included in your Cash Journal using account code 5205.

Return Funds to Reliant

Return all other leftover funds back to Reliant, to be credited to the event's fund. The amount you are returning should tie in to what is reported on your final Cash Journal reconciliation. Please wait to confirm that Reliant has closed the finances to confirm the correct total amount to return. To return event funds to Reliant, write "Event Adv-Name of Trip" and please send a check to:

Reliant Mission
Attn: Accounting
11002 Lake Hart Dr, Ste. 100
Orlando, FL 32832-7106



You can either send a personal check or you can use bank electronic bill pay to ask the bank to mail a check to Reliant- in the memo please add "event advance refund and the event fund #" so that it is not mistaken as a donation. Unfortunately you can not pay with an electronic transfer as it would mix into the donations. If you are unable to mail a check (either personal or by bank bill pay) please contact events@reliant.org and they will connect you with accounting who will send you a direct link to pay back the surplus directly by credit card through a system that is totally separate from the donor giving website.