

Event Fund Transfer Requests

Event Funds Transfers

- Event Fund Transfers from Event Fund to Event Fund (example: from a master event collection fund (Collegiate LT Admin) to an individual event fund (Estes Park LT))
- Event Fund Transfers to Missionary Funds (example: event director stipend transfers or national LT marketing or LT administrative assistants receiving transfers)
- Event Fee Payment Transfers (example: from a church with a reliant fund into an event fund to cover a participant or staff fees)



For office use: These event fund transfer requests do not require the normal department transfer request form and simply need the approval of the signer for the event fund to process. That approval can be received via email request.

Event Fund Transfers from Department Fund to Event Fund

This transfer happens to help cover costs made by another fund. This could be for specific purchases (example housing costs) or this could be for covering a deficit, or to give the fund a start-up amount, etc.

This would require a project/department transfer request form. Please follow these instructions

Transferring Funds from one department to another

Be sure you're following the directions for the Department Transfer Request and not the MTD Transfer Request.

Be sure to make sure the participant is registered in CRM and that the Dept Fund has enough funds available to complete the transfer before doing so.



This page only applies to any transfers out of a church or ministry project fund. If you are looking for instructions and the form for transferring money out of a Field Workers MTD account, please see [MTD Fund Transfer](#).

A Transfer Request form can be submitted to request a transfer of funds from project to project, or project to individual MTD accounts. Project fund (may also be known as Departments) transfer requests are not subject to the same requirements as an [MTD fund transfer request](#).

The request must be either submitted by, or approved by, the appropriate signer for the fund. If the requester is both a signer for the fund and one of the transfer recipients, then a second signer approval on the fund is required. If the requester submitting the form does not know who the approved signers are, contact accounting@reliant.org for assistance.

Guidelines

One-Time Transfers

- Requests received by the 20th of the month will be processed for the same month. Requests received after the 20th of the month will be processed during the next month.
- The amount of the request must not exceed the current balance available, calculated using all giving received prior to the current month, in the project/department fund.

Monthly Transfers

- If the request is received by the 20th of the month, the first transfer will happen in the month it is received. If the request is received after the 20th of the month, the first transfer will be processed the following month.
- Project fund must have a sufficient amount in recurring giving to cover the monthly transfer request.

Instructions

Project or Department Transfer Request Form

1. After placing a copy of the form in your Google drive, complete the "Request" tab with the following information:
 - a. Your name
 - b. The ministry project fund's name and FD#
 - c. If you would like for the transfer to remain anonymous so recipients cannot find out who the transfer came from, please place an "X" in the designated area.
2. Using the drop-down selections available, choose whether this request is for a one-time transfer, or if you would like a monthly amount transferred.
 - a. If you select monthly, a box will appear below that line for you to enter the final month the transfer should be processed.
 - b. If you leave the final month box blank, the transfer will remain in effect until the fund signer either:
 - i. Requests that it be stopped by sending an email to accounting@reliant.org.
 - ii. Or submits a new transfer request for the same recipient(s).
3. Fill in the table with the fund number, name, and amount of the transfer you would like to request.
 - a. Please add lines if what is provided is not sufficient.
 - b. The total will auto-populate both at the bottom of the table and in the box at the top of the form.
4. A fund signer must give approval on the "Approval" tab.
 - a. If you, as the initiator of the request, are both a signer for the fund and one of the transfer recipients, then a second signer approval on the fund is required. Please use the blue "Share" button in the upper right to share the form with the signer.
5. Share your completed and approved form with accounting@reliant.org for processing.

Event Fund Transfer to Missionary Fund

This transfer happens when an event is making a transfer to a missionary fund usually as a stipend for the role the missionary played in the event.

Example: Event [Director Stipends](#), [Speaker transfers](#), or giving to a missionary for helping with national LT administration or national events, etc.

This would also require a project/department transfer request form. Please follow these instructions

Transferring Funds from one department to another

Be sure you're following the directions for the Department Transfer Request and not the MTD Transfer Request.



This page only applies to any transfers out of a church or ministry project fund. If you are looking for instructions and the form for transferring money out of a Field Workers MTD account, please see [MTD Fund Transfer](#).

A Transfer Request form can be submitted to request a transfer of funds from project to project, or project to individual MTD accounts. Project fund (may also be known as Departments) transfer requests are not subject to the same requirements as an [MTD fund transfer request](#).

The request must be either submitted by, or approved by, the appropriate signer for the fund. If the requester is both a signer for the fund and one of the transfer recipients, then a second signer approval on the fund is required. If the requester submitting the form does not know who the approved signers are, contact accounting@reliant.org for assistance.

Guidelines

One-Time Transfers

- Requests received by the 20th of the month will be processed for the same month. Requests received after the 20th of the month will be processed during the next month.
- The amount of the request must not exceed the current balance available, calculated using all giving received prior to the current month, in the project/department fund.

Monthly Transfers

- If the request is received by the 20th of the month, the first transfer will happen in the month it is received. If the request is received after the 20th of the month, the first transfer will be processed the following month.
- Project fund must have a sufficient amount in recurring giving to cover the monthly transfer request.

Instructions

Project or Department Transfer Request Form

1. After placing a copy of the form in your Google drive, complete the "Request" tab with the following information:
 - a. Your name
 - b. The ministry project fund's name and FD#
 - c. If you would like for the transfer to remain anonymous so recipients cannot find out who the transfer came from, please place an "X" in the designated area.
2. Using the drop-down selections available, choose whether this request is for a one-time transfer, or if you would like a monthly amount transferred.
 - a. If you select monthly, a box will appear below that line for you to enter the final month the transfer should be processed.
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5. Share your completed and approved form with accounting@reliant.org for processing.

As a reminder, these are transfers not bonuses. So, if an employee has backpay, they will see a change in their paycheck amount. If they do not have backpay, they will not notice any difference, but the funds will be in the account for which they are responsible for to use for reimbursements, per diem, etc. The employee will see the transfer on [Toolbox](#) under Financials and then Account Statement.

The month it has been taken out will show MTD Subsidies. A new month is not fully shown until it is completely closed, which is usually mid-month of the following month. For example, a transfer from August will not appear on the August statement until mid-September.

If you have questions about when a stipend will be issued, you may contact accounting@reliant.org.

Event Fee Payment Transfers

There may be times when an event fee payment needs to be covered by a church or event fund (not an MTD fund) through an internal transfer using a specific form. This form is for event payments only. See [MTD Fund Transfer](#) for the forms needed for all other department or MTD transfers unrelated to a specified event fee payment.

Example:

- A church with a Reliant fund wants to pay for one of their staff attending an event or for an event participant's fees

To complete the request form, you will need: 1) the department/event fund that you want to transfer from and the event fund you want to transfer to, and 2) the approval of the department/event fund signer.

Share the request with events@reliant.org. Remember this is for transfers specifically related to event payments.

Event Payment Department Transfer Request Form

