

# Conference Finances

## Grand Canyon Synod - WELCA

### KEY DEFINITIONS

“GCS-WELCA” or “SWO”- Women of the Evangelical Lutheran Church of America – Grand Canyon Synodical Women’s Organization

“CWO” – Women of the Evangelical Lutheran Church of America - Churchwide Women’s Organization

**All Checks for Conference events should be made payable to  
“Women of the ELCA - GCS”**

### CONFERENCE REGISTRATIONS

The submission of Conference monies from the event is to be handled as follows:

Conference Financial Secretary (or Event Coordinator if the Conference does not have officers) will contact GCS-WELCA Treasurer with instructions as to where to mail GCS-WELCA Chase Bank account deposit slips. GCS-WELCA Treasurer will supply three deposit slips, and all deposits will be made directly into the GCS-WELCA Chase account at a local Chase Bank. The first deposit will be for registration funds accumulated through approximately halfway through the registration period. The second deposit will be for additional registration funds accumulated up until two days prior to the event. The third and final deposit will be for any lingering registrations collected (including those at the door) and for any Love Offerings and Worship Offerings collected at the event (see “Love Offerings” and “Worship Offerings” below). Deposit receipts from the bank will be forwarded with details of the deposit to the GCS-WELCA Treasurer **no later than 15 days after the event.**

All expenses and payment requests should be forwarded to the Treasurer for payment **no later than 15 days after the event.**

### LOVE OFFERINGS

Love Offerings are typically given at GCS-WELCA Conventions, Conference Gatherings and Retreats. It is an offering from each Church Women’s Unit. It can also be a personal gift or a Conference gift. These funds are retained by GCS-WELCA and used for GCS-WELCA operating expenses, scholarships and gifting. The submission of these monies is to be included in the final Chase Bank deposit as detailed in the Conference Registrations section above and should occur **no later than 15 days after the event.**

## **WORSHIP OFFERINGS**

The total amount of Worship Offerings is forwarded to the GCS-WELCA Treasurer. The offerings will then be distributed as follows:

One half of the Worship Offering is designated for the CWO to further those programs and will be forwarded on to the CWO by the GCS-WELCA Treasurer.

The other half of the Worship offering may be directed to Designated Outreach program(s) of the Conferences' choice.

The submission of these monies is to be included in the final Chase Bank deposit as detailed in the Conference Registrations section above and should occur **no later than 15 days after the event.**

## **FINAL REPORT (Conference Gathering Report)**

This form is to be filled out and sent to the following persons within GCS WELCA: President, Secretary, Treasurer, and Canyon Echoes Editor.

Keep a record for the Conference files for future reference.

This final reporting needs to be completed and sent **no later than 30 days after the event.**

If there are any questions regarding any of the material above, please contact the GCS-WELCA Treasurer Debbie Romboletti by e-mail at [treas@grandcanyonwomen.org](mailto:treas@grandcanyonwomen.org) or by phone at 702 875-2013.