

# TRACKING RFS FUNDS

**They did this regularly and collected a great amount of money. 2 Chronicles 24:11**

If your Chapter set a RFS goal then you will likely want to track your progress throughout the year. There is no right or wrong way to do this, but your Chapter should decide in advance how money will be sent to National and progress tracked. Here are a few options to consider.

## OPTION 1 - SINGLE FOCAL POINT

### RFS SECRETARY SENDS IN ALL FUNDRAISING MONEY YEAR-ROUND

- RFS Secretary collects all money from fundraisers and sends off to National
  - Distributes money raised between Chapter members as appropriate
  - Must have access to all members CMA numbers (required for National)
  - Good idea to take picture of what is being submitted for records
- How to handle cash from a fundraiser
  - Secretary may deposit cash and write personal check
  - Secretary may give money to Treasurer who will write a Chapter check
- EXAMPLE: Four Chapter members sell cookies at Church. Raise \$500 cash.
  - Group gives cash to Secretary who deposits it
  - Secretary writes check to CMA, memo line says: RFS, Chapter #, VARIOUS
  - Secretary includes list of how the money is divided among the four members
    - i. Sally Sue CMA #123456 \$125
    - ii. Billie Bean CMA #234567 \$125
    - iii. Kelly Cup CMA #345678 \$125
    - iv. Donna Di CMA #456789 \$125
  - Secretary takes picture of the list before sending off to National
  - Secretary keeps track of all money sent in and reports totals at monthly meeting

### RFS SECRETARY SENDS IN ALL DONATIONS

- All Chapter members give donations received to RFS Secretary to be mailed to National
  - Includes personal donations
  - includes donations from items sold
  - includes donation checks from friends/family/church/etc.
- Secretary sends off all donations and keeps track of totals for each member
- Secretary sends off donations routinely (don't hang on to a check for more than 30days)

### RFS SECRETARY REQUESTS UPDATES FROM NATIONAL

- RFS Secretary stays in contact with RFS National to ensure totals are close
  - Email once per quarter or so to [RFS@cmausa.org](mailto:RFS@cmausa.org) to request Chapter Total
  - NOTE: totals may not match perfectly due to online giving by friends and family. The updates are to make sure checks were not lost in the mail or assigned to the wrong Chapter or other major discrepancies.

## **OPTION 2 – MEMBERS SEND IN PERSONAL FUNDS**

### **MEMBERS ARE RESPONSIBLE FOR RFS FUNDS UNTIL APRIL 15TH**

- Fundraising money can be distributed to the participating members at the end of the event. Each member can send off their personal check or online donation to National.
- EXAMPLE: Four Chapter members sell cookies at Church. Raise \$500 cash.
  - Each member takes \$125 cash from the fundraisers
  - Member can make an online donation or send off a personal check to CMA with their own RFS information (memo line: RFS, Chapter #, Member #)
- Members will send off all donations to CMA National (either online or by check)
- Members should keep RFS Secretary informed of money raised for Chapter totals

### **RFS SECRETARY CAN REQUEST UPDATES FROM MEMBERS AND NATIONAL**

- To keep the Chapter totals up to date RFS Secretary can request regular updates from the members for any money submitted to National
  - Email reminders
  - Chapter meeting updates
- RFS Secretary can periodically submit request to National for Chapter Total updates

### **APRIL 15-MAY 15<sup>TH</sup> EXCEPTION**

- If this option is chosen, it should not be applied during the month of RFS (mid-April to mid-May). All money collected during this time frame should be placed in the RFS envelopes and given to the RFS secretary for the RFS event on the 1<sup>st</sup> Saturday in May. More information and instructions can be found on the RFS page at [cmausa.org](http://cmausa.org).

## **OPTION 3 – CASE BY CASE**

### **DECIDE AS YOU GO**

- Each event may be handled differently depending on how much money was raised, how many participants there were and other factors.
- Or you may want to use Option 1 for all fundraisers and Option 2 for donations received from friends & family.
- It can be done in several ways, just be sure to:
  - Designate the funds as RFS funds (whether online or by check)
  - Be sure the funds are applied to your Chapter
  - Be sure the funds are applied to the appropriate member(s) of your Chapter
  - Be sure all members know what to do with money they collected
- Money raised from Mid-April to Mid-May should always be given to the RFS Secretary in the RFS envelopes. The RFS Secretary has specific instructions to follow during that time.

## **UPDATE YOUR RFS TOTALS IN EVERY MEETING!**