

Retrouvaille of Northern Illinois Financial Guidelines

General

1. Community coordinators are responsible for ensuring community volunteers follow the Retrouvaille of Northern Illinois financial guidelines and receive appropriate forms.
2. Questions on the Financial Guidelines or forms should be directed to the Finance Couple. Tom and Bonnie Edwalds can be reached by phone at 708-386-1779, or email at tbedwalds@gmail.com.
3. Retrouvaille purchases may not be combined with personal purchases. Pay for, obtain, and submit a separate receipt for Retrouvaille expenses. Use the tax exemption identification number **E9937-5621-03** for Retrouvaille purchases to pay for purchases without IL state sales tax. You may obtain a copy of the sales tax exemption letter from your community coordinator or Bonnie and Tom Edwalds. **You may not use the sales tax exemption identification number for personal (non Retrouvaille) purchases.**
4. Receipts must be submitted with the “Request for Reimbursement” form.
5. The following types of expenses will be paid directly by Retrouvaille. Couples **should not** pay expenses out of their own pocket for these types of expenses.
 - a. Priest stipend,
 - b. Presenting couple travel expenses,
 - c. Retreat site costs,
 - d. Meeting registration fees,
 - e. Retrouvaille Merchandise, such as brochures, workbooks, calendars, CORE discussion guides.
6. **Priest Stipend:** paid upon receipt of “Request for Weekend Checks” form.
7. **Presenting couple travel expenses:** Presenting couple should complete a “Request for Reimbursement” form and send it to the Finance Couple along with **receipts** for air fare, airport parking, meal expenses, hotel, etc. For mileage reimbursement, the actual number of miles driven should be indicated. The IRS charitable mileage reimbursement rate will be used to calculate the reimbursement amount. Alternatively, gas receipts may be submitted for reimbursement of the actual expense. Forms may be submitted when the expense is incurred, such as with plane tickets.
8. **Retreat site costs:** Weekend coordinator should verify the accuracy of the retreat site invoice. The Finance Couple will send payment to the Retreat Site upon receipt of the verified invoice.
9. **Meeting registration fees:** Completed registration forms must be sent to the Finance Couple in enough time for them to be processed and sent with payment during the registration period. Late registration fees and costs for personal merchandise purchases will not be paid by Retrouvaille. In these circumstances, couples should send a personal check for the amount not covered by Retrouvaille.
10. **Retrouvaille merchandise:** To order supplies, send required order information, including where to find the order form online (or mail completed form) to the Finance Couple. The order will be placed and sent along with payment to the appropriate location.

Hosting Meetings

1. The Retrouvaille of Northern Illinois Coordinators and Finance Couple must be involved during the planning stages of hosted meetings, such as Day of Enrichment, Formation Weekends, and RSL Weekends.
2. Meeting costs need to be calculated prior to setting the rate for meeting attendance. The budgeted income and expenses should be equal for hosted meetings.

Weekend Cost Worksheet

1. Use this worksheet to estimate the cost per couple for each weekend based on the anticipated expenses. Alternatively, you may use Retrouvaille International's suggested approach of multiplying the retreat site cost by 2, divided by the number of couples on the weekend.
2. The weekend coordinators should review the Weekend Cost Worksheet with the Finance Couple to determine the amount to be requested during the Money Talk.

Request for Weekend Checks

1. This form should be used to obtain checks that need to be distributed at the weekend, such as the priest stipend or presenting couple meal allowance.
2. Complete and email or mail the form to the Finance Couple 2 weeks prior to the start of the weekend. Checks will be mailed to the couple indicated on the form so the checks can be distributed at the weekend.

Request for Reimbursement

1. A separate form needs to be completed for each person or couple that will receive a check. One check will be issued for each reimbursement form.
2. **Receipts must be sent** for each item on the reimbursement form. A receipt is not required for the following types of expenses: babysitting, mileage costs.
3. Request for mileage reimbursement must include the starting and ending points of the trip. Mileage will be reimbursed at a rate up to the IRS business rate at the time of travel. Couples may request a lower reimbursement rate, if desired. Differences will be considered a donation to Retrouvaille of Northern Illinois and should be filled in on the "Advance/Donation" line.
4. Expenses will be paid directly to the person or couple that incurred them.
5. If weekend cash donations are used to cover expenses, expenses must be documented and receipts provided. The amount of cash used for expenses should be filled in on the "Advance/Donation" line.

Weekend Report

1. Weekend Coordinators should complete the non-financial sections of the “Weekend Report” online form on the Retrouvaille International website as soon as possible after the weekend. The Finance Couple should be notified as soon as the weekend report has been completed.
2. Weekend Registration Fees and Weekend Free Will Donations should be sent to the Finance Couple for deposit as soon as possible.
3. All weekend free will donations, including cash, must be reported. The coordinator may write a personal check to cover the cash (so cash isn’t sent through the mail).
4. The International and Northern Illinois assessments will be paid once the Weekend Report is complete and donations are received.