

Gift Card Policy

UUFCC participates in programs that enable non-profit organizations to raise funds by purchasing gift cards at a discount and selling them at face value. Until UUFCC sells the gift cards it purchases, they are a significant financial asset requiring both physical and financial controls.

The UUFCC gift card program is managed jointly by a Gift Card Controller, who is responsible for selling the cards and monitoring the physical inventory of cards, and the Financial Secretary, who is responsible for inventory value and sales records in the UUFCC financial systems. The Gift Card Controller is a member of the congregation and is appointed by the Board.

The Gift Card Controller will follow the Gift Card Ordering Procedure when purchasing gift cards for resale. The Financial Secretary will enter the purchase price of the cards into UUFCC financial systems upon purchasing them from the supplier. Gift cards are carried on the Balance Sheet at their purchase price until sold, at which point the revenue is realized.

The physical inventory of cards is to be kept in the office safe except during sales periods and by request. The Gift Card Controller has access to the safe for storage and access to the cards.

The sale of gift cards is governed by the Gift Card Sales Procedure.

During each sales period, the Gift Card Controller or designated salesperson will record physical inventory changes (i.e., which cards were sold) and the funds received. The Financial Secretary will use these results to update revenue and the financial value of the gift card inventory.

Financial and physical inventory records will be checked for agreement and accuracy quarterly by the Financial Secretary and the Gift Card Controller.

Reviewed and approved by the Finance & Stewardship Committee, April 18, 2024

Approved by the Board, April 24, 2024