

Harmony United Church
Designated Fund Policy

Approved at Harmony United Church Council May 14, 2026

Purpose

This policy provides guidance for the establishment, administration, and use of designated funds held by Harmony United Church.

Policy #1 – Contingency Fund

In the event that Harmony United Church disbands or amalgamates, disposition or transfer of the Contingency Fund shall be in accordance with *The Manual of The United Church of Canada*.

Policy #2 – Capital Projects Fund

Contributions designated for the Capital Projects Fund will be credited to the fund. Expenditures from the fund shall be at the discretion of Council, based on recommendations from the Property Committee.

Policy #3 – Congregational Education Fund

This fund exists to provide financial assistance for members of the congregation to attend conferences or events that offer spiritual learning or insights that can be shared with the congregation.

Requests shall be submitted to Council for discussion and approval.

Policy #4 – Handbell Fund

Purpose

The Handbell Fund exists to support the purchase of handbells and related accessories.

Funding Guidelines

- Maintenance costs shall be funded through the general maintenance fund in the operating budget.
- Purchases of music and incidental expenses will be funded through the Choir & Handbells – Music budget.

Procedure

- Contributions designated for the fund, including gratuities to the handbell choir for performances, will be credited to the fund.
- Purchases of handbells and accessories will be debited from the fund.
- Recommendations for expenditures will be made by the Handbell Director in collaboration with Council.

Program Closure

If the Handbell program ends, the disposition of the fund shall be determined by Council after a period of three (3) years.

Policy #5 – Memorial Fund

Expenditures from the Memorial Fund shall be at the discretion of Council. Donor requests will be considered.

Policy #6 – Planned Gift Fund

Upon recommendation of Council, the Planned Gift Fund shall be used to expand and enhance the life, programs, and activities of the church.

In the event of amalgamation, the fund shall transfer to the new congregation in accordance with *G.1.4.8 Gifts & Bequests* in [*The Manual of The United Church of Canada*](#).

Policy #7 – Refugee Fund

Purpose

The Refugee Fund exists to provide support to refugees relocating to Regina, as approved by The United Church of Canada.

Procedure

- Contributions designated for the fund will be credited to the general Refugee Fund unless specified for a particular individual.
 - Separate sub-funds will be established for individuals approved by Council.
 - In the event of church or program closure, funds will be distributed to a non-profit organization doing refugee support work.
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Policy #8 – Social Justice and Food Security Fund

Contributions designated for this fund will be credited accordingly.
Expenditures from the fund shall be at the discretion of Council.

Policy #9 – KAIROS Regina Trust

Purpose

Harmony United Church administers funds on behalf of KAIROS Regina through a liability account titled *KAIROS Regina – In Trust*.

Procedure

- Contributions and deposits designated for this trust will be credited to the fund and may be received via cheque or e-transfer payable to Harmony United Church, or cash designated for the KAIROS Regina Trust Fund.
- Harmony United Church cannot issue charitable tax receipts for contributions to this trust.
- Disbursements require submission through the Harmony United Church expense process and must be authorized by a designated signing officer of KAIROS Regina.
- KAIROS Regina will notify the Treasurer of Harmony United of any changes to signing authorities.
- The Treasurer will provide account statements upon request.
- No administrative fees will be charged, and any interest earned will not be credited to the fund.

Termination of Trust

- If KAIROS Regina no longer requires Harmony United Church to administer the funds, the balance will be distributed according to written instructions from the organization.
- If the trust becomes inactive for three (3) years, Council may direct that the remaining funds be transferred to KAIROS National or another organization of its choosing.

Approval and Review

This policy shall be reviewed every three years by Council and updated as required to ensure alignment with governance practices and *The Manual of The United Church of Canada*.