

## Special Notes to Clarify the J-Team Financial Policy

### **Special Note** regarding REFUNDS –

TEAMS has been advised that it is irregular and, in some cases, illegal to make a refund of donations that have been received by TEAMS and receipted for tax deduction purposes.

Therefore,

- TEAMS has a policy that donated funds - including those donated for J-Team ministry trips - cannot be refunded.
- In the event that donated funds cannot be used for the purpose they were given, wherever possible the donor is given alternatives to which he or she can suggest that the donation be directed.

Please note that donations are not receipted until the day they are deposited. This means that some funds might be held un-receipted until the organization is sure that the project in question will take place. e.g. - A person might send in his or her administrative fee deposit well in advance of a proposed ministry trip. That check will be held un-deposited and un-receipted until it is certain that the trip will proceed as scheduled.

### **Special Note** regarding RESPONSIBILITY FOR AIRFARE PAYMENTS –

Because of timing and logistical issues related to securing airline space for ministry trips, it is frequently necessary to purchase airline tickets up to 6 months before the ministry trip. So that TEAMS can pay for the airline tickets when they are purchased, it is important for each individual to pay their trip fees (which includes the airline ticket price) by the scheduled due dates so trip costs incurred by TEAMS can be defrayed by the fees received.

With the airlines not refunding tickets and not allowing the transfer of tickets to other people, TEAMS does not purchase airline tickets until we have received a registration fee AND a formal consent that each J-Team member is committed to going on the ministry trip. The tickets are then purchased under each individual's name. This means, that after the airline ticket has been purchased, should a registered J-Team member decide that he or she cannot take part in the ministry trip for any reason, including but not limited to sickness, surgeries or family emergencies, they must still reimburse TEAMS for the total cost of their ticket. Once TEAMS has been reimbursed, the ticket becomes solely the individual's property and they should contact the specific airline for information on how to redeem the ticket.