



# BRETHREN IN CHRIST CHURCH

---

## GENERAL CONFERENCE HOSTING POLICY

9/5/2012

### **Introduction**

This policy seeks to regulate the way districts host General Conferences. The policy seeks to consolidate in one place all previous communications on General Conference hosting and create new provisions. The main areas of the policy will be:

1. Venue rotation
2. Budgeting and conference planning
3. Use of Hosting Mission Staff
4. Breakages and losses of equipment used during conference
5. Treatment of deficit and surplus

#### **1. Venue Rotation**

The time and place of meeting shall be directed by General Conference before the close of each Conference. As much as possible, other fellowships (men, women, and youth) shall ensure they host their meetings at a venue different from the General Conference venue to avoid burdening one venue.

#### **2. Budgeting and conference planning**

Budgets and conference planning records are essential in that they give guidance to the planners as well as future hosting planning committees. In this light this section seeks to ensure that the planning process is well documented and approved by all stake holders.

- a. All budgets for a General Conference will be forwarded to the Finance Board for scrutiny and advice where necessary.
- b. The Finance Board will, when satisfied with the budgets, forward these to the Executive Board for final approval.
- c. Where the Finance Board deems it necessary to further refine the budgets they shall request the hosting District to revise these in accordance with the advice.
- d. The Finance Board, where necessary, may seek audience with the hosting district on issues pertaining to the budget and the logistical plans

#### **3. Use of Hosting Mission Staff**

The Hosting District should liaise with the mission administration (venue) in as far as the engagement of staff is concerned.

#### **4. Breakages and loss of equipment during conference**

This section seeks to protect the hosting venue together with other arms of the organisation against losses incurred during the hosting of the General Conference.

- a) All Breakages or losses of equipment shall be charged to the General Conference Hosting account.

- b) All Breakages and losses of equipment shall be reported to the hosting District committee at most two weeks after the General conference
- c) The report of all losses shall be sent to the BICC Trustees committee for ascertaining of accuracy of the stated value.
- d) Upon establishing the values, these shall be incorporated into the hosting District Conference account as an expense..

#### **5. Treatment of deficit or surplus**

This section seeks to make sure that there is proper accounting for all conference income and expenses, as well as make sure that losses or breakages are taken care of satisfactorily.

- a) The conference hosting District shall establish the following accounting record books
    - i. BICC authorised receipt books
    - ii. Analysis book for receipts and payments
    - iii. Pre-numbered payments voucher book
  - b) Within three weeks after the end of the General Conference, the hosting District shall compile a receipt and payments account of the General Conference as prescribed by the BICC Finance Policy, and the account shall take into consideration breakages and other losses.
  - c) The receipts and payments account shall be sent to the Finance Board for consideration after audit.
  - d) After the Finance Board is satisfied that the tabled accounts are a true reflection of the financial matters obtaining at the said General Conference, it shall send recommendations for consideration by the Executive Board.
  - e) The Recommendations will be such that:
    - i. Where there is a deficit the General and Trust Fund assumes 40% of the deficit and the hosting District 60%.
    - ii. Where there is a surplus the General and Trust Fund receives 60% of the surplus and allocates it to the General and Trust Fund account and the hosting District 40%.
6. All exceptions will have to be communicated to the Executive Board in writing