



United Marriage Encounter®
www.unitedmarriage.org

Financial Couple

Loving Task Description

(This loving task description is designed to be a helpful guide, not a mandated requirement. It is a compilation of suggestions and ideas that have worked well in many UME Communities.)

It is the responsibility of the local UME Community Board to fill this position. UME does not have a specific policy on length of loving task terms, but it is suggested most loving task positions be held for about two to three years.

The loving task of **Financial Couple** is vitally important for Community financial record keeping. The task calls for organizational skills, accuracy and attention to detail. As a local UME Community Board Couple, the Financial Couple should plan to attend all Community Board meetings, or send a representative.

Loving Task Responsibilities:

1. Maintain current and accurate records for the Community bank account(s), (balance checkbook, submit required reports to UME office, etc.).
2. Receive registration fees from Community Registration Coordinators and deposit in bank.
3. Prepare and distribute a written financial report at each Community Board meeting (*see attached sample*).
4. Complete and return to the UME office the annual financial report required for each Community. (*see attached sample*).
5. Keep accurate Community financial records including sale of supplies (decals and candles), promptly pay bills and requested reimbursements, etc.
6. Attend Community leadership training opportunities.
7. You are encouraged to be visible in your Community by attending Core, Sing-Offs, Afterglows, Reunions, and other events.

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Sample

United Marriage Encounter
Heart of Montana
 Community Financial Report
 1 July 2002 Board Meeting

Balance as of 10 April 2002 \$1,049.56

Income

Registration fees \$375.00

Sale of misc. Items \$130.00

* bumper stickers \$17.00

* decals \$8.50

* candles \$15.00

* T-shirts \$45.00

* pendants \$21.00

* UME mugs \$23.50

Total deposits \$635.00

Expenses

Host couple package for 2-2002 W/E \$162.50

W/E supplies (Johnsons) \$36.79

Telephone reimbursement (Smiths) \$18.46

Bumper stickers (200 @ .40) \$80.00

Postage (Petersons) \$12.36

CLO registration fee \$150.00

Speedy Printing \$14.37

Team dinner for 2-2002 W/E \$76.28

Valentine event (cake, decorations, etc.) \$59.14

Total expenses \$609.90

Balance as of 28 June 2002 \$1,074.81