

# Funds Handling Guidelines for St. Mary's Ministries

Prepared and approved by: St Mary's Finance Council

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Funds handling guidelines are written to ensure the safeguarding of receipts as well as to protect individuals from accusations of mishandling funds (theft, embezzlement).

Prior to fundraising efforts by the ministry, a duplicate, pre-numbered receipt book should be obtained from the church office (along with a calculator and endorsement stamp and a zippered money bag). Receipt books are assigned to each specific ministry in the parish. The person picking up the receipt book is responsible for the accountability of each receipt number (used and unused). Receipt books must be maintained in a secure location at all times. If possible, receipts should not be voided. If it is necessary for the cash handler to void a receipt, both the original and receipt copy must be retained for accountability.

If more than one person is representing the Ministry for fundraising activities, only one of those persons should handle the funds and write the receipts. If it is necessary for two persons to handle the funds, separate receipt books and money bags should be issued.

## PROCEDURES:

### Cash Handler (Ministry representative)

The cash handler receives the funds and records the amount received on the duplicate, pre-numbered receipt. The original receipt is given to the patron and the duplicate maintained in the receipt book until the balancing process. Funds will be immediately placed in a cash box or zippered bag. Funds and receipts should not be left unattended at any time and should not be removed from church property until deposit. If the Ministry has a donation can, the can should not be left unattended at any time. A receipt will not be issued for miscellaneous 'can donations'.

1. Verbal and written communication should request checks be made payable to 'St. Mary's Catholic Church'.
2. Endorse checks immediately upon receipt with:

For Deposit Only  
St. Mary's Catholic Church

*(Endorsing checks immediately will limit the negotiability of the check if lost or stolen)*

3. A receipt should be issued for cash and checks received in person:
  - a. Date received
  - b. Dollar amount
  - c. Type of funds received (cash or check: record check #)
  - d. Description of the service or product
  - e. *Legible* signature of the Cash Handler
4. Secure the funds in a lockable storage container (cash box or zippered cash bag), give the original receipt to the patron and retain the receipt copy in the receipt book.
5. Balance funds to receipts:
  - Funds are balanced to the receipts by use of an adding machine (with tape). Coins should be added by denomination and totaled. Checks should be batched together listing each check amount, subtotal and grand total of all funds collected. This amount should agree with the total amount of the receipts.
  - Funds received in a 'donation can' should have the coins rolled whenever possible. *Coin wrappers are available in the church office.*
6. Document balanced funds and receipts on a 'Cashier Log':
  - The cash handler records on the 'Cashier Log' the date, beginning and ending receipt numbers, total amount of funds and the cash handler signature.
  - If donations are received via 'donation can' write 'donation can' in the area provided for receipt numbers.
7. Funds, receipts and cashier log should be placed in a sealed envelope and placed in the drop safe at least once weekly during the collection period. (Checks must not be held or postdated.)
8. Voided and/or corrected transactions:
  - Voided receipts must be maintained with the receipt copy. Void should be written across the original receipt so the word void will also appear on the copy. The initials of the cash handler should appear on the receipt.
  - If the receipt can be corrected, draw a single line through the incorrect information, enter the correction and initial.