

## **Policy 450 Cash and Money Handling Policy**

The goal of the cash and money handling policy is to promote sound fiscal practices and eliminate criticism or suspicion of those handling church funds. Because the church relies on a variety of volunteers, clear policies and procedures are needed to clarify expectations.

The Office Manager is the primary assistant to the elected volunteer Financial Secretary. It is that staff member with guidance from the Financial Secretary who oversees the majority of cash handling and bank deposits. The Office Manager also plays a role in receiving cash when the church office is open. The volunteer elected Church Treasurer verifies online that deposits were made into the church accounts at the credit union in the amounts recorded into the Donations software and then transfers the information into Accounting.

The general principles of cash and money handling for the church will be:

1. Contributions given by check or by cash with an indicated giver will be entered into the church Donations software by donor name and a summary receipt will be given to the donors twice a year. A summary of these gifts without names will be given weekly to the church treasurer with the bank deposit slip.
2. Two people will always count all cash and initial their agreement on the amount. However, when there are extra large amounts of coin such as when the children are doing a coin drive for a project, the coin may be counted by the machine at the bank and a hand tally will not be required. A copy of the coin receipt from the machine will be given to the treasurer with the deposit.
3. Handwritten receipts will be given to room use donors, and other similar situations with a master copy kept in the receipt book.
4. Receipts will be turned in for all expenses that are to be reimbursed or for which a person received an advance. Expense money may be taken from cash donations at an event as long as receipts are included with the remaining money for deposit. The total received less expenses will be noted and two people will be involved in the accounting. Note it is acceptable to also include a signed statement on the estimated value of any miscellaneous personal supplies used in preparing the meal (spices, oil, flour, etc.)
5. Cash advance situations require that the individual receiving the advance turn in the receipts to the treasurer and pay back the amount of the advance not used or turn in a request for reimbursement for any additional amount the person paid out-of-pocket.

6. Funds raised by any group within the church will be deposited into the Church credit union account and accounted for in the Church Donations software program. All cash handling is governed by this policy and principles.

## Specific Procedures

### A. Sunday Offering

1. The offering plates will be kept in plain sight during the service.
2. The Financial Secretary, Office Manager, or designated substitute will take them to a secure location after the service.
3. The Office Manager and the Financial Secretary or their designated substitutes will count all the cash and fill out the cash portion of the Sunday contribution form and both initial.
4. Either that day or on the next working day, the Office Manager or the Financial Secretary will prepare a summary of the offering, enter all donations into the church Donations software by donor, and prepare a bank deposit.
5. All funds will be taken to the credit union for deposit by the end of that day.
6. A copy of the bank deposit slip and the summary of contributions from the Donations software will be given to the church Treasurer. The Treasurer will verify that the deposit amount is in the church account at the credit union and transfer the deposit into the Accounting software.
7. The elected Financial Secretary will print donation receipts and distribute them to the donors after June 30 and Dec. 31 each year. Errors noted by the donors will be researched by the Financial Secretary using the weekly records maintained by the Office Manager.

### B. Coffee House

1. The individual who cleans up after coffee house will also count the money donated for the day. This needs to happen every Sunday no matter how small the amount.
2. The amount needs to be noted on the envelope provided by the Office Manager and the cash and checks placed in the initialed envelope.
3. The sealed coffee house envelope should be taken to the church office if it is staffed or be placed in the drop box in the hall at the bottom of the back stairway.

4. The Office Manager will retrieve the envelope and include the amount in the weekly deposit. The coffee house envelope will be kept with the other weekly offering materials.
5. Notify the Office Manager when Coffee House is running low on envelopes.

C. Fellowship Events

1. The person responsible for the event will be in charge of securing any donations received. Early in the event they will ask a non-relative to help with the donation tally at the end of the event.
2. During clean-up the person responsible and the chosen helper will count the money donated and note the total amount on an envelope that is labeled with the event.
3. The person responsible will then review the totaled receipts with the helper. The amount of cash equal to the receipt total may then be removed from the donation, noted as a subtraction from the total and the cash given to the person who did the purchasing. The receipts are to be placed in the envelope along with the remaining cash and checks and the new total. Both individuals will sign the envelope.
4. If there are not enough donations to cover the receipts, a reimbursement request for the remainder will be filled out and included with the envelope.
5. The sealed and initialed envelope with the remaining money and receipts will be taken to the church office if it is staffed or be placed in the drop box in the back hall at the bottom of the stairway.
6. The Office Manager will count the funds and include them in the weekly deposit.
7. The envelope and expense receipts will be given to the treasurer for filing.

D. Craft Fair

1. Individuals buying supplies such as the food may request a cash advance from the treasurer. The cash advance principle at the beginning of the policy will be followed including turning in all receipts.
2. The treasurer will write a check from the Craft Fair for the advance cash needed for cash boxes at the event.
3. A designated person will see that each event has some starting cash and note the amount given on the cash log.

4. Bistro Below will have slips that are used by the volunteers to tally up each customer's purchase.
5. The hot dog stand will have at least one adult in the booth that provides oversight as the children learn to handle money. The children will be encouraged to put their math skills to use.
6. A volunteer or paid staff member will circulate through the event and gather cash from each venue putting it in a labeled envelope and securing it in the church office.
7. At the end of each day, at least two people will gather to count the money including coins, log it by category (hot dog booth, Bistro Below, etc.), provide starting cash for the next day, and secure the cash. A note will be left for the treasurer with the day's calculation.
8. The money will be taken to the credit union by two people. The deposit slip for the total will be given to the Treasurer to be entered into the Accounting software. The craft fair committee will be responsible for keeping any breakdowns by category.

E. Room Use Donations

1. When a group signs up to use a room at the church, a suggested donation amount will be provided by the Office Manager. However, no suggested amount is given to the 12-Step groups since they give more based on their group consciousness decisions.
2. Those groups using church rooms will bring their donations to the church office.
3. The Office Manager will count any cash in front of the person and give them a written receipt made out to the group for the total amount donated. The second copy of the receipt will stay in the receipt book.
4. The Office Manager will log all the contributions into a spreadsheet.
5. The funds will be entered as room use donations into the Donations software and included in the weekly deposit. However, any very large amount of cash will require a special mid-week deposit.
6. All room use donations are deposited into the General Fund of the church.

F. Disciples House Rent and Deposits

1. Jackson Street Youth Shelter will send a monthly rent check to First Christian on or before the first of each month. Late payments are charged an additional \$10/day starting on the 4<sup>th</sup> day of the rental period.
2. The Office Manager or the Financial Secretary will take the funds to the Credit Union and deposit them. They will be included with the regular deposit that is entered into the Donations software.

G. Use of the Square for Credit Card Payments

1. The church has a Square that allows us to receive credit card payments. Ideally it is not used to receive donations that need to be tracked by giver.
2. The Minister or Office Manager will keep track of what the payments are for and give the treasurer an itemized total by date less the fees so that they can be entered into the Accounting software and balanced in the checking account at the end of each month.
3. Deposits will be transferred by the Office Manager from Square to the Credit Union on a weekly basis during periods that the square is actively being used. The Minister or Office Manager will give the treasurer a weekly printed report from Square that indicates the net deposited to use in verifying the checking account. Then the treasurer will enter the net revenue into the correct fund in the Accounting software. A printout for the prior month must be received by the first day of the next month in any month in which the square has been used.
4. In the rare cases when the Square is used to take donations that must be tracked by donor, the Office Manager or Financial Secretary will enter the amount of the contribution into the Donation software with a date other than a normal deposit date and flag the Donation report for the Treasurer. The Treasurer will make the transfer after noting the amount deposited into the credit union. The fee will be deducted by the treasurer from the fund receiving the donation except in the General Fund the fee will be charged to Administrative Expenses.

H. Miscellaneous Cash Donations and Fundraising Events

1. When miscellaneous cash donations or funds from fundraising events are brought to the office, the Office Manager or whoever receives them will count them with the donor or another person.
2. They will be receipted and added to the weekly deposit.

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