<u>Cash/Check Collection Procedures for Monies Collected by Ministries</u>

September 2007

<u>Purpose</u>: To establish procedures that Ministries, within the church, are to follow when collecting cash and checks for various events. These procedures are established to protect those church members collecting funds as well as the church. (Example of some of the events that collect cash and checks are: Pancake Supper, Vacation Bible School, Progressive Dinner, MOMS Dinners)

<u>When Do These Procedures Apply:</u> Some events taking place at church require payment of a fee to participate in the event. Examples of these type events are notes above. At times the monies are dropped off in the church office before the event. Other times, monies are collected at the start of the event. The procedures noted below are for monies collected at the event.

<u>Procedures:</u> TWO people are required to be responsible for money collections during an event. This is a protective measure necessary to protect the persons collecting the funds, as well as the person paying, and the church. Information about monies collected for the event are to be recorded on the <u>Ministry Cash/Check Collection Form</u> similar to the one noted as Exhibit A on page 2 of this document.

If the event is to take place outside of regular church office hours (9AM to 3PM Monday through Friday) please pick up a <u>Ministry Cash/Check Collection Form</u> in the church office prior to the event <u>and</u> discuss with the Church's Financial Manager where monies collected are to be placed at the conclusion of the event..

Using the <u>Ministry Cash/Check Collection Form</u>, the persons collecting the funds are to record**, in pen not pencil**, the amount of money collected. (NOTE: The church does not accept credit cards or debit cards.) Once all funds for the event have been collected, monies are to be totaled by cash, check and grand total. Then the remaining information on the form is to be completed. Each money collector is to sign and date the Ministry Cash/Check Collection Form, (at the top and bottom) and then cut or tear off the bottom section of the form.

The bottom section of the form is to be placed in the Financial Managers in-box located in the church's main office. The remaining detailed section of <u>Ministry Cash/Check Collection Form</u> is to be placed in the envelope with the monies. The envelope is then to be sealed and on the outside of the envelope a notation is to be made as to the event and date. <u>Do not</u> note the amount of money on the outside of the envelope.

If a member of the church staff, or one of the Assistant Treasures is attending the event, have one of them along with the one of money collectors escort the funds to the safe to be deposited.

If there is no member of the church staff or one of the Assistant Treasures, attending the event, the monies should be placed in the in the location discussed with the Church's Financial Manager. On the next business day one of the collectors should call the Financial Manager to verify that the monies were accounted for and placed in the safe.

Ministry Cash/Check Collection Form

Ministry Name: ___________________________

Event: ___________________________________

Date Funds Were Collected: ________________

Names and Signatures of those collecting funds (2 required):

1. ____________________________ ____________________________

2. ____________________________ ____________________________

Total Cash Collected: ___________________

Total Checks Collected: ___________________

Grand Total: ___________________

(Top of form goes in the envelope with the money to be placed in the safe)
------------------------------------ Cut or Tear Here --
(Bottom of form goes to the Financial Manager's Mailbox

Ministry Name : ___________________________

Event: ___________________________________

Date Funds Were Collected: ________________

Names and Signatures of those collecting funds (2 required):

1. ____________________________ ____________________________

2. ____________________________ ____________________________

Total Cash Collected: ___________________

Total Checks Collected: ___________________

Grand Total: ___________________