

Cash/Check Collection Procedures for Monies Collected by Ministries

Reviewed February 2024

Purpose: 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.

Procedures: 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 *Fundraising Proceeds and Fundraising Accounting Forms* similar to the one on page 2.

If the event is to take place outside of regular church office hours, please use this form or pick up a Ministry Cash/Check Collection Form in the church office prior to the event and discuss with the St. Paul's Financial Assistant where monies collected are to be placed at the conclusion of the event.

Using the Ministry Cash/Check Collection Form, the persons collecting the funds are to record, **in pen not pencil**, the amount of money collected. 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 Assistant's in-box located in the church's main office. The remaining detailed section of Ministry Cash/Check Collection Form 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. Do not note the amount of money on the outside of the envelope.

If a member of the church staff, or one of the Assistant Treasurers is attending the event, ask one of them to accompany one of your ministry's money collectors to the main safe to deposit funds.

If there is no member of the church staff or one of the Assistant Treasurers attending the event, the monies should be placed in the auxiliary safe located outside the clergy office at the end of the main building hallway. On the next business day, one of the collectors should call the Financial Assistant to verify that the monies were accounted for and placed in the main safe.

Fundraising Proceeds Form

Attachment B

PART A: To be included with cash / check proceeds:

Name of Event: _____

Organizing Group/Ministry: _____

Event Leader/Contact Information:

Please include ALL receipts that correspond with money collected (including credit card receipts) along with this form.

CASH:
CHECKS: NUMBER OF CHECKS _____

TOTAL \$ IN CASH RECEIVED: _____
TOTAL \$ IN CHECKS RECEIVED: _____
TOTAL \$ RECEIVED: _____

TWO signatures of those counting funds are required:

X: _____

Date: _____

X: _____

Date: _____

Fundraising Proceeds Form

Attachment B

PART B: To be placed in the mailbox of the Financial Assistant:

Name of Event: _____

Event Date: _____

Organizing Group/Ministry: _____

Vestry Fundraising Liaison: _____

Event Leader/Contact Information:

CASH:
CHECKS: NUMBER OF CHECKS _____

TOTAL \$ IN CASH RECEIVED: _____
TOTAL \$ IN CHECKS RECEIVED: _____
TOTAL \$ RECEIVED: _____

TWO signatures of those counting funds are required:

X: _____

Date: _____

X: _____

Date: _____

Fundraising Accounting Form

Attachment C

Name of Event: _____

Date of Event: _____

Organizing Group/Ministry: _____

Estimated # of Participants/ Attendees: _____

Event Leader/Contact Information:

Number of Event Volunteers: _____

Estimated # of Volunteer Hours: _____

INCOME Details (e.g. ticket sales, food, silent auction, etc.):

TOTAL INCOME: _____

Estimated Value of Any Non-Cash Donations (please detail # of items, quantity):
(Please do not add this estimate to Total Income)

EXPENSE Details (e.g. food, equipment rental, supplies, postage, etc.):

TOTAL EXPENSES: _____

NET EVENT PROCEEDS:
(Income – Expenses) _____

Form completed by: _____

Date: _____