

Knights of Columbus – Council 4934
Cash / Credit Card Procedures for Sponsored Events

Dated as of January 30, 2025

Overview:

Council 4934 conducts fundraisers throughout the year to support our contributions to the church, school and various organizations. In order to ensure that proper cash controls are in place, this document will formalize the actions to be taken at all events.

Cash Procedures:

- As part of the planning for all fundraising events, a cash / credit card committee will be formed to outline the staffing and responsibilities for members of the committee for the event. The committee will also confirm how many cash drawer stations will be used at the event, the location of each cash drawer and staffing for each cash drawer. While staffing may be assigned by shifts, all cash drawer stations must have three people assigned.

- Prior to the event, all cash collected at various locations (after Mass, Bingo etc.) will be counted in a secure location (parish office or Father Burke's Hall back room) by two members. The two members will record the amount of the cash collected and the date collected on the attached "Cash Collection Form". The funds will then be locked in the presence of the two members in a secure location (Parish Office or Knights of Columbus storage room in the Burke's Hall) and the Grand Knight and Treasurer will be notified as to the amount collected and the location of the funds.

- During the event, cash pulls will be made on an hourly basis by two members of the cash committee. Note that the cash pulls are to be the cash taken in during the last hour while leaving enough cash to make change at the cash drawer station (example – large and small bills in excess of the original cash drawer). These are cash pulls and no counting at the cash station can occur. The cash is placed into an envelope that is marked for the cash station that the cash was pulled from. The cash is then brought to a secure location by the two members, counted, confirmed by both members. The two members will record the amount of the cash collected and the date collected on the attached “Cash Collection Form”. The members will then sign the recording of the cash on the form. The funds will then be locked in the presence of the two members in a secure location (Parish Office or Knights of Columbus storage room in the Burke’s Hall)
- At the end of the event, two members of the cash committee will go to all of the cash drawer stations and take all of the cash to the secure location. Important – no cash counting can occur in any area except the secure location. At the secure location all cash is counted, confirmed by both members and recorded on the “Cash Collection Form”. Again, both members recording the cash will sign the form. Totals are recorded on the form and the original cash drawer amount is subtracted from the totals. This is the cash revenue for the event. The Grand Knight and Treasurer will be informed of the amount of cash collected and the location of the cash.
- The Treasurer will then obtain the cash, create deposit slips for the cash and bring the deposit to the bank. The deposit will then be provided to the member recording deposits into the accounting system for the Council.

Credit Card Processing:

- The cash / credit card committee will also manage the credit card processing for the fundraising events. The committee will establish staffing and responsibilities. The council currently has two iPads and Square credit card readers to use for events. The committee will ask for two volunteers to utilize the credit card processing. The two members will need to plug in the iPads and Square readers to charge them just prior to the event. The staffing can be in shifts but there should be two members using the machines for each event. The committee will also provide training to members on how to use the Square credit card processing. The two members must also secure the iPads and Square readers during and after the event. Two members should always be at the table / location to ensure that no one attempts to take the iPads or readers. All instructions on how to use the iPads / readers and the logins and passwords are located in the carrying case for the iPads.
- At the end of the event, the iPads are to be collected and stored in a secure location (Council storage room in the Burke's Hall preferably or the Parish Office).

