FCC Mukwonago

Treasurer's Report

07/05/2018

1.) Bring back tabled discussion on cash handling procedure.
    - I've added a bullet point regarding Rummage Sale cash handling per Rae-Ellen's request. Please look over and confirm.
    - I did find out that Judi has access to online banking and is able to view images of checks, cash in's and deposit slips. I will have a printout of an image at our meeting.
    - I was made aware that certain people in the congregation do not want the amount that they donate to be known by so many people. This point is just to be used as another talking point in our discussion tonight.
    - I've been counting the weekly offerings with Linda G. since the beginning of June. We may want someone else on council to start as the second counter right away, so that Linda does not have to worry about it anymore. Also, so that we can get into the habit of the treasurer and someone else from council being the counters.

2.) I have received a 2019 budget request for 2 items to date. One for Linden Worship and one for In Home Bible Study. I have asked for this to be sent to me in writing for record keeping purposes.

3.) As of Judi's latest report to me from 06/29, total current assets are $62690.08 and listed as follows: $8923.05 in the Operating Account

    $53617.03 in the Designated Funds Account ($29036.85 of which are reserve funds)

    $150.00 in Accounts Receivable

Cash Handling Procedure

Adopted 3.16.17

Amended 7.05.18

1. **Offerings**: Each Sunday immediately after service, the church treasurer and one other member of council will gather the offering plates to count the offerings. (If the church treasurer is not available on a particular Sunday, any 2 members of council may be counters.) Both counters will number each envelope and record that number on the Weekly Envelope & Loose Cash Log. Both counters will then count loose cash and record that number on the Weekly Envelope & Loose Cash Log. Both counters date and initial the entry. All envelopes with cash are then opened, and the amount of cash is logged on the envelope, and the cash is put back inside the envelope. The loose cash, offering envelopes, and Weekly Envelope & Loose Cash Log are put in a zippered bank bag and locked in the safe. On the first church office business day following the service, the church office manager will record the offerings and deposit the cash in the bank.

2. **Maxwell Street Parking Funds**: Start up-money will be kept in the church safe until Friday when the church office manager will transfer it to the locked drawer. The first shift workers will retrieve the cash the next morning to open the parking lot fundraiser. Please refer to *Maxwell Street Parking Procedures.* At the end of the last shift on Saturday and Sunday, the church treasurer or other authorized church member will take the day's income to the bank and deposit it in the night deposit box. The deposit keys (2) are kept in the church office key box under tag #59.

3. **Rummage Sale Funds**: During the weekends of Maxwell Street Parking when a Rummage Sale occurs, Rummage Sale funds will be treated in the same manner as the Maxwell Street Parking Funds, but kept separate for recording purposes.

3. Receipts less than $500.00 may be kept in the safe until the church office manager makes bank deposits.

4. To direct the church office manager to deposit the funds in an account other than the General Operating Account (01), or to move funds from one account to another; the request must be in writing and signed by the treasurer and one other church officer.

Weekly Envelope & Loose Cash Log

Date	# of Envelopes	Amount of Loose Cash			Initials - #1	Initials - #2

Adopted 6/7/2018