Cash Handling Procedure

Adopted 3.16.17

Amended 6.07.18

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. 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