



# FINANCIAL STEWARDSHIP & CASH CONTROL POLICY

Under Canon Law, the priest is responsible for all assets of the parish, including those of parish organizations. The system of controls covers organizational activity as well. Organizational treasurers shall use revenue and expense forms to detail properly the nature of organizational activity. This will allow for proper review of organizational activity as well as proper accounting for the activity. Parish organizations should set up teams to track fundraising activities, with multiple individuals involved in preparation of timely deposits, and compilation of data for the activity. Complete and detailed revenue sheets and expenditure information are a minimum requirement for accurate financials.

It is of utmost importance that we use all prudence possible when handling any cash that might be a part of your organization's functions:

- Start up cash, if required, should be arranged with the Director of Operations and Finance, at least two weeks before the event.
- During the event, steps should be taken to ensure any cash or checks are kept secure and not in any way accessible to the public.
- Prior to hosting an event where you expect to receive checks or cash, you must meet with Director of Operations and Finance. He will work with you on making arrangements to properly deposit the cash/checks in the Parish safe immediately after your event.
  - ***It is prohibited for parishioners/volunteers to take proceeds from an event home for any reason.***
  - **Amounts collected should be reconciled using a **Deposit Form** before depositing into the safe. Reconciliation should be done with at least 3 counters. All of them should sign the **Deposit Form**.**
  - **Deposit procedures for events can be found on the next page and on the **Deposit Form** in the Forms section.**
- **Only use the **Deposit Form** found in the Forms section.**

At the end of every month, the president and treasurer of each organization shall review the organization bank reconciliation(s) as well as the financial reports for the organization with any comments on performance or any concerns on irregularities passed on to the Finance Council. If you want to make purchases on behalf of the Parish and your Organization you need a copy of our **Tax Exempt Letter**. A copy of this letter can be found in the Forms section.



# FINANCIAL STEWARDSHIP & CASH CONTROL POLICY

## EVENT DEPOSIT PROCEDURES

---

- Request startup cash, with required denominations, two to three weeks prior to event. Complete the **Check Request Form** and submit to the Director of Operations & Finance.
- Meet with the Director of Operations & Finance for the safe combination. On the day/night of the event, retrieve start up cash from the lower compartment of the safe.
- Using the **Start Up Cash Form**, which is part of the **Deposit Form**, count and confirm startup cash is the requested amount.
- After the event, prepare your deposit using the **Deposit Forms**. A written record with details of the checks is required on this form. Stamp the back of all checks with the Deposit Only stamp.
- Make two copies of the **Deposit Forms**, if possible. If unable to access a copier, please take a photo of the forms and email to the Administrative Coordinator.
- Place the deposit with the Bank Deposit Form in the bank bag. Seal and place in the top deposit slot of the safe. Check the slot to ensure the bag has dropped down.
- Send a copy of the **Deposit Forms** to the Administrative Coordinator. Retain a copy for your records.

**You Must Complete The Deposit The Same Day/Night Of The Event.**