



Tapestry: A Unitarian Universalist Congregation

<i>Title:</i> Cash and Check Handling		
<i>Initial Board Approval Date:</i>	<i>Date First Issued:</i> August 31, 2007 (Effective Date)	
<i>Date Board Approved Revision:</i>	<i>Revision #:</i>	<i>Effective Date of Revision:</i>

PURPOSE:

The purpose of this procedure is to document the sources and destinations of funds received by Tapestry, and establish procedures for handling and safeguarding Tapestry’s financial assets.

BACKGROUND / HISTORY / DISCUSSION:

Tapestry receives income from a variety of sources and in a number of forms. Monies received may go to one of several destination accounts.

Sources of Income:

Tapestry’s sources of income include but are not limited to:

- Book Sales
- Bridge Income
- Building Use Income
- Capital Campaign
- Fund Raising
- Memorial Gifts & Bequests
- Miscellaneous Income
- Plate Collections
- Pledges
- Restricted Gifts
- Scrip Sales
- Service Auctions
- Unpledged Contributions
- Unrestricted Gifts

Means of Receipt:

Income may reach Tapestry in a number of ways:

- Automatic Deduction
- Fund Raising Events
- Hand Delivery
- Plate Collection
- U.S. Mail
- Other

Bank Accounts:

All income goes into one of six accounts depending on its purpose:

1. California Bank and Trust General Account (main operating account)
2. California Bank and Trust Scrip Account
3. California Bank and Trust Minister's Discretionary Fund
4. California Bank and Trust Piano Fund
5. UBS Capital Campaign
6. UBS Reserve Account

POLICY: It is the policy of Tapestry to insure that all funds received by the organization are safeguarded, handled properly, and applied to the purpose for which they were received. It is also the intent of Tapestry that no one individual be put into the position where his or her actions can be questioned with regard to the financial activities of the church.

AREAS/COMMITTEES/SUBCOMMITTEES INVOLVED:

This covers activities by the Finance Committee, the President, the Vice President of Finance, the Treasurer, the Office Administrator/Financial Secretary, the Bursar and other individuals with whom the financial resources of the church are entrusted.

MODIFYING CIRCUMSTANCES/EXCEPTIONS:

None.

DEFINITIONS (AS/IF APPLICABLE):

Unrestricted Gifts Gifts to Tapestry, over and above pledges, that are not designated for a specific purpose. May be from bequests or other sources.

PROCEDURES:

Plate Collection:

1. During the Sharing of Gifts at the Sunday service(s) ushers pass the collection baskets.
2. When collections are completed the baskets are given to the person presiding (Worship Associate or Minister).
3. The baskets are placed on a shelf in the pulpit until after the service.
4. Immediately after the conclusion of the service, the Office Administrator/Financial Secretary, or person acting in her place, empties the collection baskets.
5. Collections are put into an envelope and placed in the locking file cabinet until the social hour is finished.
6. At the conclusion of the social hour, the collections are combined with other funds received (book sales, coffee fund, Scrip sales, fund raising activities, etc.).

7. The Office Administrator/Financial Secretary and one volunteer from the congregation (usher, board member or other) count the cash and initial the cash entry on the deposit slip.
8. Checks are separated into category, e.g., Pledge, Capital Campaign, etc.
9. Capital Campaign and Unrestricted Gift checks are given to VP Finance or placed in the locked filing cabinet.
10. Offering checks are combined with others received during the week and stamped for deposit.

Mail:

1. With the exception of personal mail for the Minister, all mail is opened by the Office Administrator/Financial Secretary.
2. Checks are separated into category, e.g., Pledge, Capital Campaign, etc.
3. Capital Campaign and Unrestricted Gift checks are held for the VP Finance in the locking file cabinet until picked up.
4. Pledge and other checks are stamped for deposit and placed in locking file cabinet.
5. Checks received during the week can be combined with collections on Sunday.

Service Auctions and Other Fundraisers:

1. During the event cashiers collect the cash and checks.
2. When collections are completed the cash and checks are given to the event Bursar.
3. Checks are stamped for deposit and the cash is counted.
4. If not prepared for immediate deposit, all funds received are placed in the locking file cabinet.

Preparation of Deposit – Operating Account(s):

1. A deposit is prepared every Sunday and after each major fundraising event.
2. Checks received during the previous week are combined with the Sunday collections.
3. The checks are placed in alphabetical order.
4. Two copies are made, one for the Treasurer and one for the Office Administrator/Financial Secretary.
5. The deposit slip is completed, including cash from the Collection Plate.
6. The Office Administrator/Financial Secretary takes the deposit slip, checks and cash to the night depository at the bank.
7. The Office Administrator/Financial Secretary records the payments in PowerChurch, giving credit to the contributor.
8. The Treasurer reconciles the deposit with the bank statement.

Preparation of Deposit – Capital and Reserve Accounts:

1. The VP of Finance collects any Capital Campaign and Reserve Account checks from the Office Administrator/Financial Secretary at least once a week.
2. Checks are segregated according to account.

3. Three copies are made of each check, one for the VP of Finance, one for the Treasurer and one for the Office Administrator/Financial Secretary.
4. The VP Finance prepares a deposit slip and mails the checks to UBS.
5. The Office Administrator/Financial Secretary records the payments in PowerChurch, giving credit to the contributor.
6. The VP Finance reconciles the deposit with the UBS statement.

REFERENCES/CITATIONS (e.g., Roberts' Rules, bylaws, or other policies):

None.

FREQUENTLY ASKED QUESTIONS (FAQS) AND ANSWERS:

None.

OTHER RESOURCES:

None.