

Handling UUCC Monies
Attachment B,
Fundraising activities

- When money is collected as part of a fundraising activity, two people should be available to collect and verify the cash, checks and charge payments. At least one person must be an adult member of the Church, a staff member or a committee chairperson. The people responsible for handling the money should not be members of the same family. Two people should remain with any moneys collected at all times.
- A cash box, available from the Church Administrator, will be used.
- Any seed money, as approved by the Finance Committee or UUCC Board will be recorded on the UUCC Fundraiser Tally Sheet (See attached.)
- Receipts will be issued for cash purchases.
- When the activity is completed, two people will individually count the money received and fill out a UUCC Fundraiser Tally Sheet. Seed monies provided will be noted on the Tally Sheet and returned to the general fund. Both counters will sign the Tally Sheet.
- Expenses incurred in the planning process for the fundraiser will not be deducted from the revenues of the fundraiser. These expenses need to be approved by the Fundraising Team prior to expenditure. After the fundraiser is complete, the person requesting reimbursement for costs will submit an invoice for approved expenses to the Church Administrator for payment.
- The money will be placed in a Fundraising Collection envelope and put in the safe. Arrangements for access to the safe will be made with the Church Administrator prior to the event.
- The Church Administrator fills out a bank deposit ticket and enters the income into the computer accounting system. The UUCC Fundraiser Tally Sheet, deposit ticket, and computer records must all balance. If they do not, the Church Administrator will attempt to reconcile the difference with the people responsible for the money collection. If the discrepancy cannot be resolved, it will be reported to the Treasurer.
- The Church Administrator files the Tally Sheet and other pertinent information, a copy of the deposit ticket, and the bank receipt in the filing cabinet.
- The Church Administrator takes the deposit to the bank.

Policy Approved January 2018