

# THE CATHOLIC PARISH OF SAINT JOHN THE BAPTIST

## CASH HANDLING PROCEDURES FOR GROUPS/ORGANIZATIONS/MINISTRIES

**Purpose:** For timely and efficient processing of funds collected by various groups/organizations/ministries.

- Each Parish or School group/organization/ministry that collects cash or checks as a form of payment or as a donation for an event/activity/etc... is responsible for the security of these funds.
- Prior to the collection of any money, the group/organization/ministry should work with their staff contact person. The staff contact person will work with the Business Office to determine whether the money collected is a fee to attend the event or if it should be treated as a donation. The staff contact person will also assist the group in getting a cash bank for the event (if necessary).
- When money is collected at an event, two people need to complete and verify the St. John's or SEAS Cash Collection Worksheet immediately after the event. If by chance the money is collected at Mass or in the Gathering Space after Mass, then the funds must be secured and provided to an Usher immediately after the collection for placement in the large safe. The Money Counters will count this collection the following Monday, and the ministry will be notified of the amount.
- If a cash bank is used for any event/activity, a St. John's or SEAS Cash Collection Worksheet must be completed and that amount should be listed in the "Starting Cash Bank" section of the worksheet. Do not keep this "starting bank" separate from any of the funds when completing the "Currency Deposit" total.
- On the Cash Collection Worksheet, cash and coins are counted by one individual and the totals are recorded on the form by the increments listed. A second individual verifies that the cash count is accurate. If there is a discrepancy, the two individuals must work together to reconcile the count. The overall bills total is listed in the "Total Bills Received" section. All coins are listed in the "Total Coins" section and the two are added together and placed in the "Currency Deposit" section of the worksheet. For checks, list the check number, last name and amount in the check section of this worksheet. The number of checks received is listed in the "Check Quantity" section and the dollar total of the checks is listed in the "Check \$\$ Total" section.
- The Cash Collection Worksheet is to be submitted immediately after the event to the Parish Office (during business hours) or in the secure mail slot on the 2nd floor of the Parish Center - Room 214PC (after hours). With this secure mail slot in place, no cash or checks are to be taken home or locked in employee offices.
- If the group/organization/ministry is fundraising for or on behalf of St. John's or St. Elizabeth's, the "Cash Collection Authorization Form" must be completed in advance of collecting any funds. This form ensures that the Parish understands the intent of the fundraiser and processes the money correctly based on how it is collected. All fundraisers must have a staff liaison to the organization hosting the event. The Cash Collection Authorization Form must be submitted 60 days prior to the event and will not be approved unless authorized by St. John's/SEAS Staff Resource Leaders or School Administration. The "Cash Collection Authorization Form" is available by clicking the link below or on the St. John's website under the "Administration Pillar" then "Ministry Guidelines".

[https://docs.google.com/forms/d/1gWKA92SlrYGLJLZIOiv2C4ro62\\_uN4\\_vlo6AKKWZts/viewform?c=0&w=1](https://docs.google.com/forms/d/1gWKA92SlrYGLJLZIOiv2C4ro62_uN4_vlo6AKKWZts/viewform?c=0&w=1)