Policy for Handling Offering, Pledge Payments, and Miscellaneous Money Placed in Lockbox

Date of Policy Approval: January 7, 2009
Date of Policy Update: December 2011
Date of Policy Update: August 2014
Policy Owner: Finance Coordinating Council

1. Immediately following each service where offering is collected the Greeters shall remove contents from the offering plates and place the contents in an envelope. The Greeters shall seal the envelope and write their initials on the envelope.

2. The Greeters shall place the envelope in the lock box in the church office.

3. On the Monday or the first working day following the Sunday service two people designated by the Finance Coordinating Council shall open the lock box, remove the contents, open all envelopes, count cash, and fill out the Weekly Deposit Form.

4. Two counters shall sign the completed Weekly Deposit Form. The counters shall provide a copy of the signed Form for the Treasurer as an audit trail to ensure the total matches online accounting entry and bank deposit. The original Form shall be placed in the lockbox with the corresponding cash and checks.

5. The Office Administrator shall make the corresponding online accounting entry on Monday or the first working day.

6. The Office Administrator shall prepare and take the deposit to the bank on Monday or the first working day.