

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

Date of Policy Approval January 7, 2009

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Policy Owner: Finance Coordinating Council

1. Immediately following each service where offering is collected, 2 unrelated Hospitality Team members shall remove contents from the offering box and place the contents in an envelope. They shall seal the envelope and write their names along the seal. The signers shall place the envelope in the lockbox in the church office.
2. On the Monday or the first bank day following the Sunday service, 2 unrelated congregation members (counters designated by the Finance Coordinating Council) shall open the lockbox, remove all contents, open all envelopes, count cash, and fill out the Weekly Deposit Form. Instructions are provided to counters.
3. Counters shall place counted cash, checks, and any written documentation into the bank deposit bag.
4. The counters shall print 3 copies of the completed Weekly Deposit Form. The counters shall sign their names on each copy. The counters shall place 1 signed Weekly Deposit Form into the Treasurer folder in the church office, 1 into the Bookkeeper folder, and 1 into the bank deposit bag.
5. Immediately after the count, the Office Administrator (or alternate designated by the Finance Coordinating Council) shall verify the count, prepare the bank deposit slip, and take the deposit to our bank.
6. After returning to the church office, Office Administrator shall staple the deposit receipt to carbon copy of bank deposit slip and sign, date, and file Weekly Deposit Form.
7. Corresponding online accounting entries shall be made using instructions provided to Office Administrator.