Fundraising Receipt Procedures



The Archdiocese of Milwaukee Parish Financial Management Manual states:

**"5.7 Fund Raising Receipts Procedures.** Various fund raising events conducted by parishes generate a substantial part of the parish income. These events often involve large amounts of cash and can represent moments of high vulnerability. The following procedures should be followed by all persons involved in parish fund raising activities.

* + 1. *During fund raising events, the parish should appoint two individuals to control and frequently collect alll cash receipts. Similar to collections, all cash should be taken to a secure location for counting. Large amounts of cash should not be left to accumulate for a long period of time.*
    2. *At least two unrelated people should be present when cash is counted. Signed count sheets or logs should be maintained.*
    3. *The counters should restrictively endorse all checks received.*
    4. *All amounts received should be deposited in the bank deposit vault as soon as possible after the event. Where large amounts are involved, periodic deposits should be made during the event. A copy of the deposit slip(s) should be given to the bookkeeper. Any amounts not deposited shall be kept in a locked fireproof safe.*
    5. *The bookkeeper should record the deposit in the checkbook or parish ledger.*
    6. *The parish is responsible for obtaining all/ licenses and permits (e.g., Bingo, raffle, liquor licenses) for all parish activities, and for filing all required reports and tax returns related to these activities. Copies of all reports that are completed and submitted by volunteers should be reviewed for accuracy and timeliness and retained in the parish office.*
    7. *No expenses should be paid directly from the cash receipts of an event or fundraiser."*

To comply with these regulations (**PARISH NAME**) will use the following procedures:

1. All cashiers will work in pairs at all times. All cashiers must have a current background check on file with the parish.
2. At least two unrelated individuals will be appointed as head cashiers to collect and control all cash receipts for each fundraising event. These individuals must have a current background check on file with the parish.
3. The head cashiers will collect monies from the cashiers on a regular basis throughout the event. How often will be determined prior to the event in discussions between the event coordinator and the parish Business Administrator.
4. Each collection will be placed in tamper-proof bags, marked with the date, time and cashier station/ activity.
5. The head cashiers will transfer the bags to the parish office if the collection is made during regular business hours or they will deposit the bag(s) into the drop safe in the usher's storage room.
6. The bags will be opened and counted, with at least two people present, at the parish office on the next day.