**Money Handling Procedures**

As stewards for the generous gifts and financial support of our parishioners and community we must safeguard this process. Creating a formal process has several benefits.

1. Consistent, common practices that align with the archdiocese and other similarly sized parishes while adapting to dynamics that are unique to (**PARISH NAME**)
2. Ensure trust and faith that funds are handled in a professional manner
3. Protect all individuals from unnecessary scrutiny and potential doubt
4. Reduce the temptation that comes from loose cash handling practices

**General cash handling**; May not be held (desk, home, car person or other). Cash must be turned in immediately, counted by two people logged and initialed. For your own protection cash should never be held by one person unless in a sealed tamperproof bank bag (usually for events)

Counting process

1. Upon receipt at the first possible opportunity, cash must be counted by two people (employees, trusted volunteer)
2. Once counted the cash must be sealed in a plain white envelope and placed in the safe with key information (see cash envelope data sheet)
3. Log must be created, and each envelope must be logged on sheet as deposit is placed in the safe

**Holding Cash in safe**:

Cash can be held in the safe for reasonable period (during an event for example). Note: receipts must be on log sheet and in individual sealed envelopes.

**Offsite - events**

Cash should be received in a preplanned and organized manner. Access to cash must be tightly controlled and monitored both during and after the event. Once the event is complete, cash must be counted by two unrelated Parish employees or responsible volunteers and placed in a sealed tamperproof bank bag. Prepare for this in advance, bank bag must be safely couriered to the Parish safe at the earliest opportunity.

* Who will be the counters?
* Bring key materials (bags, markers, bank bags or concealment bags)
* How will the money be couriered to the safe?

**Checks**

1. Checks must be received by finance within 2 days of receipt, same day should be the general practice.
2. Copy checks for reference for your processes (shred copies when process is complete)
3. Bundle checks in Check Bundle sheet and provide to finance or if needed, place in the safe directly (right side, bottom shelf)

**Exceptions:** There will be occasions that this cannot be accomplished (this will be rare) the situation must be documented in detail covering the event, people involved, witnesses, documentation, reason for departure from the process and plan for future avoidance.

**Accountability**

We are all responsible for the stewardship of the Parish and we must create a simple, but seamless process that is beyond reproach. This is just a starting point, but it is expected that everyone will take this seriously and will comply. Any unapproved money handling behavior will be taken very seriously and may result in disciplinary action.

Remember – you are responsible for volunteers that are collecting money, and all processes must be aligned.

Additional note: All valuables must be handled in a similar way as cash in that they should be inventoried and tracked by two or more unrelated individuals. The log must be kept up to date and must be accessible to the School or Parish Department Leader involved in addition to the DAS. Valuables involved in off-premise sales or other events (auctions, raffles etc) must be stored in a secure location as designated by the Parish or School Leadership team up until the event.