

CASH HANDLING PROCEDURES

Ministry Money Handling:

- There should always be two people during the process of receiving, counting, and placing money in the safe.
- Counting the Money Collected:
 - When filling out the ministry envelope, be sure to list out cash, coin, and checks separately
 - The ministry envelope should also include all information concerning the event/class (PO Number, ministry, etc)
 - The Ministry Deposit Envelope is an official document – make a copy of the envelope or record the information on a separate document until the money is accurately deposited
 - The two-people counting should each initial the envelope
 - Once the count is completed the envelope should be sealed and placed in the safe.
 - Feel free to write any instruction or notes important to the finance team on the back side of the envelope.

Petty Cash:

- Finance (Accounts Receivable) handles petty cash reimbursements. All reimbursements must be under \$25 unless there is special approval.
- Petty Cash can be used when there is not a cash card for the store you need and it is a quick purchase that cannot be made with the employee credit cards. Cash can be signed out from Finance. Any cash unused plus the original receipt must be returned to finance or can be dropped off in the safe outside the Finance offices in an envelope marked petty cash with a description of the purchase.

Cash Box & iPad

- With at least a week's advance notice, Finance can prepare a cash box for ministries to use along with an envelope containing funds for the register when needed to collect money for classes or other events. After collecting money for a class/event, be sure to fully fill out the ministry deposit envelope and drop it into the safe ASAP.
- Finance can also provide an iPad to run credit cards. Again, please provide a week's worth of notice as there is only one iPad that can be leant out.