

UUFSD Policy and Procedure Document

Policy ID: 150

Title: Cash Management on Sundays

Date Approved: March 24, 2013 by the Board of Directors

Reviewed and Updated: January 17, 2017

Purpose

To ensure the safe collection, counting, and deposit of cash and checks received on Sunday mornings.

Policy

The Fellowship office has a locked safe with a slot for receiving envelopes. Everyone who handles cash on Sundays is responsible for making sure the cash is placed in the safe on Sunday for the office staff for processing at a later time. At no time is cash to be left unattended outside of the office safe.

Responsibilities and Procedures

Sunday Service Ushers & Worship Associate	1. Worship Associate reminds that checks should be written to UUFSD with an appropriate memo line (e.g., Generosity Sunday). Ushers collect money (cash and checks) from the morning offering. Together, they move to a place where they will not disturb the congregation. If time permits, they organize, smooth, and face the bills by denomination. They separate the checks and change, and place the money in envelopes clearly marked with "Sunday Service Collection", "1 st service" or "2 nd service" as necessary, the date, and the Ushers' names. Together they place the envelope(s) in the safe. (Empty envelopes shall be kept in the Ushers box.)
Kitchen Volunteer	2. Collects the coffee cash, and places it in an envelope clearly marked with "Coffee Fund", the date, and the volunteer's name. (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe.
Luncheon Coordinator or Chairperson	3. Counts and places the luncheon cash and checks in an envelope marked with "Luncheon Proceeds", enters date and separate total amounts of checks

	and cash, and the volunteer's name. (Envelopes are kept in a labeled drawer in kitchen.) Places envelope in the office safe. Reports amounts to the Luncheon Chairperson.
Book Sale Table Volunteer	4. Places the book sale cash in an envelope clearly marked with "Library Fund", the date, and the volunteer's name, and places it in the office safe.
Two members from Finance Committee. The Finance Committee may appoint two responsible parties not on the Committee.	5. Remove cash and checks from the envelopes; count each type of cash separately (service, coffee hour, book table, etc.); write out a list of cash subtotals on the form provided for this purpose, stamp checks with endorsement stamp and place checks in envelope on Congregational Administrator's desk; complete a deposit slip for the cash, fill out accounting distribution form, deposit cash in bank, and return form with deposit receipt to Office Administrator. (Currently, the Fellowship banks at Wells Fargo.) (All cash on Generosity Sunday goes to recipient charity.)
Congregational Administrator/Bookkeeper	6. In accordance with Office procedures, completes a deposit slip for total of check amounts and deposits checks in bank.
Bookkeeper	7. In accordance with Office procedures, processes checks and cash subtotals through the Fellowship accounting system.