

**UUFSD Policy and Procedure Document**  
**Policy ID: 150**  
**Title: Cash Management on Sundays**  
 Date Approved: March 24, 2013 by the Board of Directors  
 Updated: January 17, 2017 by the Board of Directors  
 Updated: February 12, 2023 by the Board of Directors

**Purpose**

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

**Policy**

The Fellowship office has a locked safe with a slot for receiving envelopes. Everyone who handles cash collections on Sundays is responsible for making sure the collected cash and checks are placed in the safe after the service in properly marked envelopes for the office staff to process at a later time. At no time is cash to be left unattended outside of the office safe.

**Responsibilities and Procedures**

Sunday Service Ushers	1. Ushers collect money (cash and checks) from the morning offering. Together, they then move to a place where they will not disturb the congregation. They place the money in the pre-printed collection envelope and write the date and the Ushers’ names on the envelope (if time permits, they first organize, smooth, and sort the bills by denomination before placing the bills in the envelope). They then seal the envelope and one usher places it in the cash safe in the office. (Empty envelopes are kept in the Ushers box.)
Designated volunteer responsible for any cash collection.	2. The designated volunteer responsible for a specific cash collection collects the cash and checks, places them in an envelope clearly marked with the purpose of the collection (eg book

	<p>sales, holiday gift baskets), the date, the amount, and the volunteer’s name. The volunteer then places the sealed envelope in the cash safe in the office. Empty envelopes are available in the office.</p>
<p>Two people approved by the Finance Committee</p>	<p>3. On Tuesday morning, two approved people open the cash safe; retrieve the envelope/s that were placed there; remove the cash and checks from the envelopes; count the cash for each collection separately (service, coffee hour, book table, etc.), noting how many bills and coins of each denomination were collected; and write out a list of the counts and cash subtotals on the form provided for this purpose. Checks are not included in the cash count; they are stamped with UUFSD’s endorsement stamp and placed in the Bookkeeper’s Accounts Receivable queue.</p>
<p>Bookkeeper</p>	<p>4. In accordance with office procedures, the bookkeeper processes the checks and cash through the Fellowship accounting system, and completes a deposit slip for the total.</p>
<p>One person approved by the Finance Committee</p>	<p>5. On Tuesday afternoon, upon completion of the day’s bookkeeping activities, the approved person takes the cash, checks, and deposit slip to the bank and makes the deposit. The receipt for the deposit is stapled to the deposit paperwork stored in the financial filing cabinet in the office.</p>