

Procedures for Handling Money

Sunday

The vestry person for that day locates another vestry member (or an unrelated adult,) to assist immediately after the service. The money from each alms basin is collected and placed in the bank bag. Remaining in the Chancel, the cash and total number of checks are counted by each person. The checks are endorsed using the stamp provided in the bag. The totals are recorded and each person initials the tally sheet which is also in the bag. All items are returned to the bag.

If you are presented with Wednesday's collection count it separately and record it on another tally sheet. (You may indicate the Wednesday Collection on the same sheet if another tally sheet is not available.)

The bank book is taken to the church office placed in the mail slot by Lydia's door.

Monday

On Monday, the church secretary copies the checks and completes the deposit slip. The copies, a copy of the deposit slip and the tally sheet are stapled together and filed in a folder to be included with that month's financials. The secretary posts the checks to "Church Windows." Any money not going to the general fund is removed and deposited to the appropriate account. These changes are indicated on the tally sheet. All money is deposited at the bank.

Throughout the month

The church secretary pays the bills. The secretary reimburses parishioners. (Receipts are necessary for reimbursement.) Check stubs are stapled to all bills, payroll and reimbursement checks and are filed in numerical order. Checks received by mail are posted, copied for filing and deposited.

Monthly

After the bank statements have been received, all of the bank accounts are reconciled by the treasurer. The revenue totals provided by Church Windows are reconciled to the amount actually deposited to the general fund that month. Bank statement and reconciliation report are stapled together and sent to the CPA's office.

The financial report is provided by the CPA, reviewed for corrections, copied for the vestry and presented at the next vestry meeting.

All reports and corresponding copies of all transactions are filed for audit.