

St. Mary's Congregation

Special Event Cash Handling Procedure

(refer also to the Archdiocese of Milwaukee Parish Financial Management Manual sec 5.7)

Applies to all St. Mary fundraising or community building events, where cash transactions will occur. *Following this policy protects all volunteers and staff from questions or the appearance of impropriety while handling cash. Any concerns or questions should be discussed prior to the event with the Director of Administrative Services and the Parish Accountant.*

Before the Event:

- 1) Obtain Department Head approval for the event; the Director of Admn. Services must approve fundraisers in the Gathering Space and/or held after Masses.
- 2) Communicate to the Parish Accountant the date and purpose of the event & schedule with the Parish Secretary reservation of rooms/space on the Parish Facility Calendar
- 3) If raffles or alcohol sales are planned, licenses must be secured two weeks prior to publication of the event through the Director of Admn. Services.
- 4) **No Less Than two weeks prior to the event** – If starting cash for making change is needed, provide the Parish Accountant with the dollar amount and denominations of the starting cash
- 5) If more than one cash drawer is needed, each drawer should be overseen by two people. (However, one person may be assigned to each drawer with no switching between drawers).

During the Event:

- 6) One clear plastic security money bag will accompany each cash drawer. Bags should be clearly labeled with the following information on both the bag and the bag tab:
 - Event Name
 - Date/Time
 - Feature (ie: food sales; raffle ticket sales; t-shirt sales; etc.)
 - Name of the two volunteers or staff members who bagged the cash
- 7) SEAL UNCOUNTED all checks, currency and coins in the security bag. Bags should be stuffed and sealed (including the starting cash) with two people present at all times.
- 8) Tear off and provide to the event manager/leader the bag tab(s); a photo of completed/sealed bags prior to dropping can also be done.
- 9) Drop the sealed/labeled bags in the parish office “Drop Box” in the hallway between the parish office front desk & the workroom copy machines. (key FOB for access obtained from Parish Admn)

IMPORTANT: Out of Pocket Event Expenses may never be reimbursed from cash drawers. All expense reimbursements must be submitted with receipts and a Check Request Form for Department Head approval and processing by the Parish Accountant. This provides clear and transparent records and protects all involved from the optics of taking money out of cash drawers for individuals to pocket.

After the event – the bags are opened under dual supervision; counted, and deposited by our team of weekend offertory/collections workers.

The Parish Accountant will report to the Chairperson(s) of the event the deposited total(s); with detail regarding every bag.