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| First Unitarian Universalist Church Columbus, Ohio |  | |
| Chapter: III. Fiscal | | Source: |
| Title: Collection of Money | | |
| Approved by: Board of Trustees | | Date Approved: |
| Effective Date: | | Date of Last Review: |

Policy:

The collection of money is necessary to transact some church business. To maintain good fiscal management, this policy protects the integrity of the donation as well as the assets of the church.

The congregation is encouraged to make identifiable contributions in supporting the initiatives of First Unitarian Universalist Church of Columbus. For all non-pledge monetary contributions, the preferred form of payment is paper check. While VISA or Mastercard provides an alternative to checks, it should be noted that the church does incur a processing fee for these transactions.

The collection of money for assets owned by the church (ex. Books, grocery gift certificates, etc.) may require additional forms or steps when depositing funds. The finance committee will develop the appropriate procedure for these types of transactions upon the approval of the initiative.

Definitions:

Money in this case refers only to US currency and coins.

Identifiable contributions include payment methods that include written documentation of the donor (examples include paper checks, credit cards, stock, etc.)

Xerox/Volunteer Room is the room adjacent to the main office of the church.

Procedure:

Procedure to Deposit Funds

- Complete a deposit envelope (available in the Xerox/Volunteer room).
- Label the deposit clearly as to what it is for, whom the deposit is from, and how much is enclosed.
- Xerox the envelope information for your records.
- Put the money in the deposit envelope.
- Seal the deposit envelope.
- Give the envelope to the bookkeeper or put envelope in the bookkeeper’s office door slot.

Important reminders related to the collection of money

- All funds collected for church related activities must be deposited with the Bookkeeper on the day of collection.
- Do not leave money unattended anywhere in the church before it is ready to turn in. If you need to leave the table where money is being collected, you should take the money with you or engage someone else to stay with it.
- Do not give the bookkeeper uncounted money; count the money received. If it seems that the amount will exceed \$100, engage a second member to verify the amount.
- Do not leave cash in Church mailboxes.