

**Glen Mar UMC**  
**Policies and procedures for handling, recording**  
**and securing of payments & receipts**

**Effective: September 11, 2012**

The following policies and procedures are intended to ensure the proper and secure handling and processing of all payments and receipts resulting from the church's various mission and ministry activities.

1. All receipts received that result from official church activities of any kind shall remain on church premises at all times until deposited into the church's bank account by the church Financial Secretary or other authorized church financial officer. Any exceptions to this rule must be approved on a case-by-case basis by the church's Minister for Operations.
2. Proper procedures shall be followed for the secure storage of all receipts until turned over to the church Financial Secretary or other appropriate church financial officer for processing and bank deposit. Within the church building, such secure locations include the two safes in the office of the church Financial Secretary and Financial Assistant (Room 163), and the locked drop box located on the wall outside the church Welcome Center. This includes cash or checks dropped off at the church office by outside individuals for any reason. In those instances, receipts should be placed in a sealed envelope and then secured as described above.
3. Under no circumstances, shall church funds be held or stored by any person or church official in lieu of proper secure storage as detailed in item 2 above. All church funds shall be properly secured on a daily basis. This includes receipts during ongoing fund-raising activities that may continue over an extended period of days or weeks. Any exceptions to this rule must be approved on a case-by-case basis by the church's Minister for Operations. The Church Financial Secretary can, as needed during a fund-raising event, provide mission or ministry administrators and fund-raising coordinators with an interim report of funds received to date including copies of received checks if desired.
4. Related documents containing personal-sensitive data (addresses, etc.) shall be provided the same secure storage and protection as cash/checks. Once such data is no longer needed, it must be properly shredded and disposed of.
5. Mission or ministries administrators or other persons in charge of or involved in funds-generating activities shall maintain a detailed written record providing accounting information for the church financial database for all funds received. A log sheet shall accompany all receipts. Information required to be recorded for this purpose shall include:
  - Name of fund-raising event and date;
  - Full name of each individual contributing/paying;
  - Amount contributed/paid by each individual;
  - Indication of whether payment is for items/services received or for a donation;
  - Form of payment (cash or check).

The attached generic "Receipts Log sheet" shall be followed for proper recording of the above information. Mission administrators may develop their own log sheet to suit the specific needs of their mission activities as long as such log sheets also include all of the above required information.

6. Upon request from any mission or ministry administrator, the church Financial Secretary shall provide a receipt of total funds received as well as an itemized list by individual names showing all funds received, posted and deposited for each mission event or missions/ministries account.
7. The church's "two-persons" rule for handling and counting of receipts shall be followed for all missions fund-raising activities and/or authorized sales (such as cookbooks, sodas, bake sales, other food items).
8. When "cash for making change" is required in advance of a fund-raising event, such cash will be obtained by the appropriate missions or ministry administrator submitting a request to the church's Accounting Assistant who will issue a check in the requested amount. When returning those funds to the church, the administrator will include a log sheet as described in item 5, above. Personal funds should not be used for this purpose. Co-mingling of personal and church funds is not permitted under any circumstances for any purpose.
9. An appropriate cash box should be used for collection and storage of receipts during fund-raising events. (Cash boxes are available from the church Financial Secretary.) The cash box will be monitored by two persons at all times when in use during a mission or ministry fund-raising event. Upon completion of each day's activities or when the cash box cannot be monitored by two persons, the box will be properly secured either by (1) turning the box over to the church Financial Secretary or other authorized church official for secure storage, or (2) on Sundays, coordinating with gift-cards administrators for secure storage of the box in the locked closed inside the church Welcome Center.
10. Negotiable gift cards received from delivery vendors require special handling and must never be left unsecured or left unattended by at least two people. The unopened envelope of new cards delivered to the church (usually via FedEx carrier) should be hand-carried to the office of the Minister for Operations where it will be immediately secured under lock and key by the Minister for Operations, the church Financial Secretary, the Accounting Assistant or the Pastor's Assistant. Cards must at all times be treated as cash requiring the presence of two persons for disbursement to purchasers. \*
11. All records and procedures involving the collection, recording and securing of receipts shall be subject to internal audit at any time.
12. All records, reports, and log sheets are the property of Glen Mar Church.

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(\* Additional detailed policies and procedures are currently being developed for the handling and securing of gift cards.)

