

Overview

The concept of Christian stewardship refers to among other things, to the custodial responsibilities the parish has toward the contributions, tuition, and other funds it receives. If the funds received by the parish are inadequately secured, accounted for or managed, the overall success of the parish can be jeopardized, no matter how faith-filled the community may be.

This section presents policies and procedures for the receipt, tracking and management of funds received to help ensure that this aspect of Christian stewardship is properly carried out. This section is an overview of these matters.

CASH MANAGEMENT: Collection, Counting and Security Procedures

- Does your Ministry group have an appointed Treasurer?
- If not, please appoint one.

- The Treasurer should have a background check

- The Diocese recommends that each group have a receipt book (for cash) and a non-Donation log to reconcile the funds received for an event and money bags for the storage of the money that is sealed that cannot be tampered with once sealed. If you need any of these for your event, we have some in the office you can pick up from the secretary or the bookkeeper.

- *Any cash received in the parish outside of the mass collections must be acknowledged by a written receipt at the time it is given.*
 - *EXCEPTION: Sometimes a specific department, program or activity is collecting money from a large amount of people such as (religious education registration, Adult bible study registration, ministry activity prepayment, etc.) If this is the only purpose for which funds are being collected, a list of those paying can be kept on a non-donation log instead of individual receipts.*

- Cash receipts should be protected from misappropriation. Physical access to cash, cash receipts and cash records should be limited to authorized personnel for that ministry (treasurer).

- The money and receipts needs to be counted in front of a minimum of 2 people (NOT RELATED), Checks and cash need to be documented on a non-donation log and signed but ALL who counted and verified the totals for your ministry.

- The money, receipts and non-donation log, need to be put in a sealed money bag and signed by ALL that counted and verified the counting with the total amount of deposit written on the bag.

- After the bag is sealed it will need to be brought back to the office and given to Carol Sanchez the Bookkeeper the office hours are Monday to Thursday 9 am to 3pm and Friday 9 am to 1pm.
- The bookkeeper will then need the receipts and non-donation log to reconcile and attach for our church records.
- (The money received for any event should be counted by a minimum of 2 people and the both need to sign the money bag and the copy of receipts and deposit log(s) to be given to the bookkeeper.)
- Personal Accounts: No priest/ parish employee or Ministries shall maintain a personal account that contains parish funds or to which parish funds are deposited. All funds for the parish must go through the Bookkeepers.
- All checks received for any ministry function needs to be made out to the church for deposit and credit to the proper ministry.

Reimbursements

- Please bring me all your receipts for reimbursement promptly; please do not wait months later to bring them in – it is important to enter the events in the months that they occur.
- **Please have original receipts for ALL reimbursement purchases**
- Please itemize if possible the items that were purchased and the amounts charged as shown on the example form.
- When you are issued a reimbursement check please deposit your check promptly.
- If you use electronic deposit or e-deposit please note on the check that you did so, so it does not accidentally get deposited processed twice. This creates a lot of hardship on the part of the bookkeeper, the bank and the Diocese.
- 🌻 Here are some example forms that you may use to follow: if you have any questions regarding these forms or how to fill them out please don't hesitate to come by the office and see me. 😊

Holy Redeemer Parish

Deposit Log for Non Donations

Date: Today's date

Check Date	Name on Check	Address	Check #	Check Amount	Cash Amount	Purpose	Account #
date on check	Douglas, Michael	123 Hollywood Blvd., Ft. Worth, TX	10049	\$55.00		CCD Registration	
date on check	Rourke, Mickey	457 Hollywood Blvd., Ft. Worth, TX	3215	\$110.00		CCD Registration	
Cash	Ford, Harrison				\$50.00	CCD Registration	
date on check	Moore, Demi	587 Hollywood Blvd., Ft. Worth, TX	56120	\$25.00		CCD Registration	
Cash	Downey, Robert Jr				\$25.00	CCD Registration	
Cash	Sutherland, Donald & Kiefer				\$50.00	CCD Registration	
date on check	Costner, Kevin	789 Hollywood Blvd., Ft. Worth, TX	124	\$110.00		CCD Registration	
EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	EXAMPLE	

\$100X _____ = _____	\$1.00 X _____ = _____
\$ 50X _____ = _____	\$.50 X _____ = _____
\$ 20X <u> 10 </u> = <u> 100 </u>	\$.25 X _____ = _____
\$ 10X <u> 2 </u> = <u> 20 </u>	\$.10 X _____ = _____
\$ 5X <u> 1 </u> = <u> 5 </u>	\$.05 X _____ = _____
\$ 1X _____ = _____	\$.01 X _____ = _____
Total Cash \$ 125.00	Total Coins \$

# of Checks	4
Total Checks	\$300.00

Non Donation

Bank Deposit Total
Total of \$ Checks + Cash Here

Signatures: Two (non-related) people should always verify and sign for the cash

Form to be used when money is received as a form of payment and not a donation.

CYMA Information:
Batch #: _____
Date Entered: _____
BKPR Initials: _____

Original Log - Goes to the parish with yellow deposit slip attached

White & Pink Deposit Slip, checks and cash - Bank

Carbon Logs - For Sunday counting members only (to be kept by person not making bank deposit)

Holy Redeemer Parish

Deposit Log for Non Donations

Date: Today's date

Check Date	Name on Check	Address	Check #	Check Amount	Cash Amount	Purpose	Account
date on check	Douglas, Michael	123 Hollywood Blvd., Ft. Worth, TX	10049	\$55.00		Pancake breakfast sales	
date on check	Rourke, Mickey	457 Hollywood Blvd., Ft. Worth, TX	3215	\$110.00		Pancake breakfast sales	
Cash	Ford, Harrison				\$50.00	Pancake breakfast sales	
date on check	Moore, Demi	587 Hollywood Blvd., Ft. Worth, TX	56120	\$25.00		Pancake breakfast sales	
Cash	Downey, Robert Jr				\$25.00	Pancake breakfast sales	
Cash	Sutherland, Donald & Kiefer				\$50.00	Pancake breakfast sales	
date on check	Costner, Kevin	789 Hollywood Blvd., Ft. Worth, TX	124	\$110.00		Pancake breakfast sales	
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Total Cash \$ 125.00	Total Coins \$

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REIMBURSEMENT REQUEST

Name Elisabeth Shue
 Address 123 Hollywood Blvd
 City/State/Zip FT Worth, TX 76106
 Phone # (817) 441-3500

Date Today's Date

Expense Description	Amount	Department	(Office Use Only)
			Account Number
<i>Reimbursement for Christmas flowers for church decorations</i>		Leave Blank	Leave Blank
(12) bouquets	\$165.00		
(6) Ferns	\$45.00		
(30) poinsettias	\$125.00		
Ribbon for decorations	\$3.00		
EXAMPLE ONLY - please included original receipts			
Total Amount of Reimbursement	\$338.00		

List of Departments:

Pastor (Dept 1000)	Deacon (Dept 1520)
Liturgical (Dept 2000): Altar Servers, Lector, Music, Art & Env.	
Adult Formation (Dept 3110): Fellowship, Bible Study, Men's Club	RCIA (Dept 2527)
CRE (Dept 3000)	VBS (Dept 3183)
High School Youth (Dept 3620)	Junior High Youth (Dept 3383)
Communications (Dept 5190): Advertising, Bulletins, Newsletters; Civic Relations	
Outreach (Dept 4000): Honduras missions, Community, Personal , ProLife, Prison	
Administration (5000): Staff, Finance, Office Supplies	
Facility Management (Dept 6000): Building, Maintenance, Retreat House	

Instructions: Complete a detailed description of the expense. Choose a department (in bold) most related to the expense. If multiple items were purchased for different departments, please list the items purchased on a separate description line and charge the related department. Tape **original receipts** to a blank sheet of paper and staple to this form. Keep a copy for your files. Mail to the church office or to the church bookkeeper.

Office Use Only

AUTHORIZED BY:	
BATCH #:	
DATE:	
BKPR INITIALS:	

HOLY REDEEMER

CATHOLIC PARISH

REIMBURSEMENT REQUEST

Name Tom Cruise

Address 123 Hollywood Blvd

City/State/Zip FT Worth, TX 76106

Phone # (817) 441-3500

Date Today's Date

Expense Description	Amount	Department	(Office Use Only)
			Account Number
<i>Supplies for the Ministry Fair 9/9/2017 & 9/10/2017</i>		Leave Blank	Leave Blank
<i>Name badges</i>	\$7.24		
<i>Terra ppr, Ltr</i>	\$15.14		
<i>(28) Color Copies</i>	\$10.92		
<i>(40) St. Michael medals</i>	\$39.60		
EXAMPLE ONLY - please included original receipts			
Total Amount of Reimbursement	\$72.90		

List of Departments:

Pastor (Dept 1000)	Deacon (Dept 1520)
Liturgical (Dept 2000): Altar Servers, Lector, Music, Art & Env.	
Adult Formation (Dept 3110): Fellowship, Bible Study, Men's Club	RCIA (Dept 2527)
CRE (Dept 3000)	VBS (Dept 3183)
High School Youth (Dept 3620)	Junior High Youth (Dept 3383)
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BATCH #:	
DATE:	
BKPR INITIALS:	