

Christ Fellowship

Financial Policy – Handling Money/Valuables in Business/Finance Office

To ensure good stewardship practices are followed, the following procedures apply for handling money and other valuables within the Business/Finance office.

Office

The business/finance office is to be locked when no staff members are present.

Safe

The business/finance office safe is used for storing weekly deposits and other valuables. There is a two-person requirement for accessing the safe. It takes one person with key and one person with the combination to access safe. Two business/finance staff have the combination to the safe, and two different business/finance staff have the key to the safe. The safe log has a place for two signatures, so there will be a record of when and who opened the safe, and for what purpose.

Weekly Deposits

Deposits submitted to the Business/Finance office during the week will be verified by two Business/Finance staff (receipt/verification acknowledged by signature on the form), entered into the Weekly Deposit Log (with both signing), and placed in a designated secured location. If a deposit includes cash, the person delivering the deposit must observe the Business/Finance office staff member counting the cash and signing the form acknowledging receipt of the cash amount reflected on the form. While deposits of checks only can be placed in the inbox of the contributions specialist within the Business/Finance office, deposits that include cash must always be handed off to a person. If there is only one Business/Finance staff person available, that person counts the cash and signs the form, creates an entry into the Weekly Deposit Log (with only one signature), and places it into a secure location in their office area. When a second staff person is available, the person who received the deposit hands it to him/her and the process goes forward as identified above. The weekly contribution/deposit count process will include removing all contents from the designated secure location, comparing the contents with the Weekly Deposit Log, and including these deposits in the weekly count/deposit.

Weekly deposits, which include those mentioned above plus contributions retrieved from the safes near the Worship Center, are stored in the safe after being counted and verified by the count team (two staff and two volunteers generally), prior to being taken to the bank. Charitable cash contributions are stored in a locked bag, and miscellaneous deposits (checks and cash) are stored in a separate locked bag. (After being scanned into the financial system, charitable contribution checks are held in a locked drawer until taken to the bank.) Count sheets corresponding to these deposits, created at the time the moneys are counted, serve as an external verification for what is in the bags (and what checks are stored in the locked drawer). Appropriate entries into the financial system will be completed immediately after the deposits are taken to the bank.

Other Valuables

In addition to the safe log, valuable articles and mission trip cash (domestic and foreign) stored in the safe will be tracked on one or more inventory sheets. Changes in inventory will be noted by date as a cross-reference to the safe log. All articles and cash stored in the safe will be verified by two Business/Finance staff, and then placed in the safe. Mission trip cash “deposits” intended for the safe will be handled in a similar fashion to other ministry cash deposits as described above. Appropriate financial paperwork must be completed for withdrawing items, and two Business/Finance staff will verify the withdrawal. Inventories will be verified any time articles and cash is added to or withdrawn from the safe. Appropriate entries into the financial system will be completed within two business days as required for deposits and withdrawals of mission trip cash.