

UU-Lansing Money Handling Process and Money Report Form information

Purpose:

1. The *UU-Lansing Money Handling Process* document addresses how we handle money that we (1) receive for the church, (2) count for the church, and (3) deposit in the church bank account.
2. This process applies to anyone handling donations or payments coming into UU-Lansing at special events and fundraisers.
3. The process protects both the church and event volunteers and is part of our bookkeeping process.

Receiving Money for UU-Lansing

1. Two or more unrelated people should always be present whenever cash is handled.
2. Money collected for UU-Lansing should always remain in the church. Never take money home during or after an event.
3. Use a receipt book for large events or fundraisers, such as the auction and craft show, where it is important for you and the donor to have a record of the transaction. Receipt books with pre-numbered receipts and carbon-less copies are available on top of the file cabinet in the Commons. Include the date, amount, purpose, and giver's name on each receipt. The person receiving the funds on behalf of UU Lansing should write their name and sign the receipt. The original receipt (top) can be given to the donor. Leave the bottom copy of the receipt in the book so that it is available for your event's financial records. Return the receipt book to the Commons after your event is done.
4. If collecting money in a portable receptacle such as a cash box or basket, there should always be two people responsible for and in reach of the receptacle at all times.
5. Never write a personal check to the church to substitute for collected cash.
6. All event expenses incurred by volunteers should be reimbursed using a *Check Request Form* (available on top of the file cabinet in the Commons or on uulansing.org). Reimbursements for event expenses should never be made from cash received during an event. This is important for keeping good financial records of the event.
7. When petty cash is needed to make change during an event, make a note for yourself with the following information before the event starts: the amount loaned and the name of the person or organization lending the money. When the need for petty cash is past, in the presence of a witness retrieve the amount loaned and

return it directly to the original lending person. If advancing petty cash is a burden, talk to the church administrator or Stewardship Committee for an alternative.

Counting and Submitting Money for UU-Lansing: Use the *Money Report Form*

The *Money Report Form* is a record of your event's income and is necessary for your event accounting. It is available in the Commons (on top of the file cabinet) and on uulansing.org.

1. All money should be counted by two unrelated people.
2. All money should be counted at the church on the day it is received. Coins, bills (paper money), and checks should be counted separately and recorded on the *Money Report Form*.
3. At the bottom of the *Money Report Form*, record the sum total of money received, indicate the account(s) to which the money should be credited, and sign and date the form. Ask staff for account number(s).
4. Use the church copier to make a copy of the completed *Money Report Form* for your own event records.
5. Put the money and the original *Money Report Form* into an envelope (a repurposed envelope is fine) and seal it. Envelopes can be found in the Commons Room supplies cabinet.
6. On the outside of the envelope write: "For UU-Lansing from (*your name*), event name, date, and total amount."
7. Put the envelope in the safe (ask staff for more information on how to do this).
8. Money with a *Money Report Form* that has been placed in the safe is next received by the Money Counting Volunteers (organized by the Financial Secretary) and is recounted on the following Sunday. If there is any discrepancy in the amount, money-counters or staff will follow up with the person completing the *Money Report Form*.
9. If your event included electronic payments, you can get that income information from our Church Administrator prior to calculating the final net income for your event. Those electronic payments do NOT appear on the *Money Report Form*.