

## Cashbox Handling Procedures - Updated 8/10/2018

In order to comply with Archdiocesan Guidelines for Internal Financial Controls, please follow the below procedure for requesting and handling cashboxes. This procedure ensures that the cash box never leaves the church building.

- Contact Treasurer to arrange for cashbox at least three days before you will need it. In your email, indicate exact amount/denominations of start-up cash you want in the box. Also, indicate all date(s) you will need the cashbox available.
- Pick up cashbox from the sacristy to the left of the altar. Enter from the atrium side (between the double doors leading into the church), and walk around the back of the altar to the priests' side. The cashbox will be sitting on the counter against the back wall.
- After 5:00 p.m. and 8:00 a.m. masses:
  - Deposit all money from ticket sales (exclude start-up cash) into the safe in the Doran Hall supply closet according to Money Handling Procedures below.
  - Put the cashbox **with the start-up cash** back in the sacristy for the next person to pick up. There should be a note in the cashbox indicating start-up amount/denominations.
- After the 10:00 a.m. mass:
  - Deposit all money from tickets sales, **and** start-up cash, into the safe in the Doran Hall supply closet according to the Money Handling Procedures below. On cash bag, differentiate between start-up cash and tickets sales.
  - Put the empty cashbox on top of the safe in Doran Hall after you deposit all money into the safe.
  - Drop the key (for Doran Hall) into the safe as well. The key does not need to be in the cash bag – just drop it loosely into the safe.

## Money Handling Procedures

- All checks, cash, and coin should be placed in tamper evident plastic bags, provided at the bottom of the cashbox.
- The following information should be recorded on the plastic tear-off receipt:  
DATE    AMOUNT    EVENT COLLECTING MONEY    INITIALS OF TWO WORKERS  
Please also make sure the bag says "Women's Council."
- The same information should be written on the white section of the bag along with any other information you would like to provide. A sharpie pen seems to work best on the plastic. If you are including start-up money in your bag, please differentiate between start-up money and collected money.
- Place the money in the plastic bag after two people (if possible) have counted it.
- Remove the adhesive protection strip and seal the bag by folding over as close to the top as possible.
- Drop the sealed bag into the drop safe (think mailbox) in the Doran Hall supply closet.
- Keep the plastic receipt/tear-off-strip for your records.

## Reimbursements Procedures

- When buying items for Women's Council events/committee, be sure to use the Certificate of Exemption with the tax ID number **#8832016**. Remember that a business has the right to accept cash or payment from an account in the tax exempt business name only, so if you are paying with a personal check or credit card, you may be refused the exemption.
- If you want to be reimbursed for any expenses paid out of pocket, you will need to turn in your receipts attached to an **Expense Reimbursement Form** (available on Women's Council website – Forms). Form must be completely filled out.
- The Treasurer will be available for reimbursements at all monthly meetings or you may mail paperwork to my house.

**Darcie Vanner**  
**1713 Innsbruck Parkway**  
**Columbia Heights, MN 55421**

- If you need any checks ahead of time (i.e. for entertainment deposit), please follow the following steps:
  - 1) Complete an Expense Reimbursement Form and mail to the Treasurer, please ensure that the Treasurer receives it **two weeks before the event**.
  - 2) Indicate who receives the check. If you do not indicate, check will be mailed directly to you.
  - 3) Turn in the receipt to the Treasurer after the event.

**THANKS FOR YOUR HELP!**