

Dear Ministry Leaders and Staff,

FUND RAISING POLICY

Effective July 1, 2016, the diocese of Sacramento has established a new policy that we, as a parish, are required to abide by in regards to fundraisers.

The policy is attached for your reference; the highlights are:

1. All fundraising events require the submission of request form 60 days prior to the planned event
2. Purpose/beneficiary of the fundraiser must be clearly stated
3. Financial summary must be submitted within two weeks of the event
4. A report to the parish via bulletin and web site must be published stating net funds raised and to what benefit

This policy applies to all upcoming events through June 2017, however it is understood that due to the timing of this notice there may be some events are already planned within 60 days and that requirement is waived, however the request form should be submitted.

All request forms and financial reports should be submitted to Sarah Peterson.

FINANCIAL CONTROL PROCEDURE

The Diocese of Sacramento has established the following policy concerning the receipt, accounting and security of all funds collected for events.

1. All funds collected for an event must be secured at the parish (cannot be taken off campus)
2. All funds collected shall be counted in the presence of two authorized individuals and secured in deposit bag provided by the office and signed
3. Funds collected during weekend masses – ongoing sales where you may have drawn petty cash to make change– in the event that sales being conducted at the various masses the security of the funds collected shall be as follows:
 - i. Funds from the sale of tickets shall be placed in security bag with signatures of persons sealing bag and placed in the drop safe in the sacristy after each mass
 - ii. Petty cash funds must be secured in the sacristy (not in safe so it is available at next mass)
 1. Petty cash shall be placed in security bag with signature after last mass
4. Counting of funds
 - a. Counting and reporting of funds shall be done in the presence of parish staff
 - i. In the case of organizations / non-staff coordinating the sales, the bags will be collected from the drop safe on Monday mornings and will be placed in the office safe until representative of organization comes to the office to retrieve and count at that time.