

## **Policy for Handling Offering, Pledge Payments, and Miscellaneous Money Placed in Lockbox**

Date of Policy Approval January 7, 2009

Policy Owners Finance Committee

1. Immediately following Sunday service two people designated by the Finance Committee shall open all envelopes, count cash and checks from the collection plates and lockbox, and fill out the Weekly Deposit Form.
2. The two counters shall sign the completed Weekly Deposit Form. The counters shall send a copy of the signed Form to the Treasurer as an audit trail to ensure the total matches online accounting entry and bank deposit. The original Form shall be placed back in the lockbox with the corresponding cash and checks.
3. The Office Administrator shall make the corresponding online accounting entry on Monday or the first working day.
4. The Office Administrator shall prepare and take the deposit to the bank on Monday or the first working day.