

## FUNDRAISER COLLECTION PROCEDURES

---

- During a fundraising event at least two unrelated individuals should be identified to control and frequently collect all cash and checks from each money station.
- An individual who is tasked with collecting cash/checks at a fundraising event must never take the cash/checks alone into areas with no supervision or oversight. These areas include restrooms, parking lots, kitchens, supply closets, etc. If said individual has to leave the fundraising area for any reason whatsoever, all cash and checks that the individual is holding must be transferred to the main money collecting collection team, and securely held until the individual returns.
- The parish or school office should maintain serially numbered tamper-evident deposit bags in a locked safe or file cabinet. At the conclusion of the fundraiser, all cash and checks are to be put into a serially numbered tamper-evident deposit bag by the two unrelated individuals previously identified to control and collect cash and checks. The serially numbered tamper-evident deposit bag(s) are then to be delivered to the night drop at the bank or kept in a locked fireproof safe or locked fireproof cabinet onsite. The serial number on the serially numbered tamper-evident deposit bag is to be recorded in a logbook, along with the date, time, and signatures of the two unrelated individuals previously identified to control and collect cash and checks. Note that in some cases more than one serially numbered tamper-evident deposit bag may be necessary for larger fundraiser collections.
- The serially numbered tamper-evident deposit bag(s) are picked up at the bank on the next business day, signed out by a parish staff member, and brought back to the parish in a large, concealed bag or retrieved from the locked fireproof safe/cabinet if kept onsite.
- The cash and checks collected from the fundraiser must be counted by at least three unrelated individuals ("the count team"), excluding parish/school employees, parish/school bookkeepers, the parish pastor/administrator or school principal/administrator, and individuals involved in the fundraising event.
  - If a parish or school cannot comply with this requirement, the parish pastor/administrator or school principal/administrator must explain in writing the reason(s) for non-compliance and suggest an alternative. The alternative proposal will be reviewed by the Parish Auditors and the Compliance Officer for approval.
- The money counters along with a parish or school staff member open the serially numbered tamper-evident deposit bag(s) and separate all items. Note that before opening the serially numbered tamper-evident deposit bag(s), the counters must first verify that the serial number(s) on the deposit bag(s) matches the serial number(s) that was previously recorded in the logbook.
- All money is counted in the same room with a member of the parish or school staff present to record the various denominations of cash and coins collected. There should be worksheets for the money counters to utilize to make the counting process more efficient. These should include a Fundraiser Count Sheet to record the different denominations of cash, coins, and checks that were collected at the fundraiser. All counters are to sign the count sheet in ink attesting to the accuracy of the count. A sample Fundraiser Count Sheet can be found on doy.org at <https://doy.org/financial-manual/> under the "Accounting Procedures and Controls" section.

- All checks are stamped with a deposit only stamp for the checking account and then are added on an adding machine by one money counter and initialed. A second counter verifies the checks to the register tape and initials the register tape once all checks are verified. All cash is banded, and the initials of the money counter are included on the money band. A second money counter then recounts the banded money and signs their initials.
- All checks, cash, and coins are recorded on a deposit slip and verified by a member of the parish or school staff as well as a money counter.
- The checks, cash, and coins are then placed in a serially numbered tamper-evident deposit bag(s) and sealed. The serial number(s) on the serially numbered tamper-evident deposit bag(s) is to be recorded in a logbook, along with the date, time, and signatures of each money counter. The serially numbered tear-off receipt(s) on the serially numbered tamper-evident deposit bag(s) is to be torn off and attached to the count sheet. All parishes and schools are required to use serially numbered tamper-evident deposit bags to store and transport fundraiser deposits.
- One money counter then takes the deposit in the serially numbered tamper-evident deposit bag(s) to the bank and remains on-site at the bank while the money is counted by a bank employee/teller.
- Deposit slips are run in duplicate for each deposit and are returned to the parish. The parish or school secretary attaches the deposit slip to the count sheet and distributes one copy to the bookkeeper to record the deposit in the general ledger cash account and then files one in the office records.
- The bookkeeper records all the contributions into the accounting software and balances to the bank deposit.