



## Money Handling Procedures

- † Luke 16:10-13 – Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with little will also be dishonest with much. So if you have not been trustworthy handling worldly wealth, who will trust you with true riches? And if you have not been trustworthy with someone else's property, who will give you property of your own?
- † The PURPOSE of this procedure is to ensure all funds, cash, checks, loose change, etc are handled in manner consistent with the Core Values of the Finance Committee: Honesty, Integrity and Transparency.
- † The SCOPE of this procedure applies to ALL funds collected by ALL ministries or programs of the FUMC-Ennis.
- † As prescribed by The Book of Discipline, at least two persons not of the same family will handle all money collected for the benefit of FUMC-Ennis.
- † All checks should be made out to: FUMC-Ennis.
- † If donated for a dedicated fund or special purpose, ensure that information is noted on the check or deposit envelope.
- † All funds, cash, checks, loose change, etc will be deposited into the Church safe the day it is donated or collected - no exceptions!
- † There will be extra bank bags available in the Church office, as will deposit envelopes in the hallway by the safe.
- † The Church safe located in the Senior Pastors closet is the ONLY place authorized to deposit funds.
- † Never:
  - Take funds home with you.
  - Hide funds somewhere.
- † Handling cash is especially sensitive. Use the procedures listed below to ensure there are no questions of our stewardship.
  - Count cash in the donors presence
  - Seal the funds in an envelope
  - Note the date, time, donor's name and purpose of the donation.
  - Take the donation to the Church safe and have the donor watch you place the envelope in the safe.
- † Money or funds collected during special events like Wednesday Night Live, Youth Ministry, CDO, Harvest Festival should not be counted at the time of collection. Counting is the job of the Count Team. There are insurance issues involved if money is counted by anyone other than the members of the Count Team.

† General Rules:

- Just as with the Sunday offering - two people not of the same family should ensure all funds are put in a bank bag.
- The bank bag is carried to the Church safe and deposited.
- Special events should keep a log of who handles the money and makes the deposit into the Church safe.

† In Simple Terms:

- Get the money in the bag.
- Get the bag in the safe.
- Let the Count Team do their job.

† As prescribed in the "Count Procedures" any ministry or program can request an email summary of their deposits and account balances.

† In any situation where there is a discrepancy that the Financial Secretary and Treasurer cannot resolve, the Chairperson of the Finance Committee will be contacted