

Northlake Unitarian Universalist Church
Cash Management Policy
Prepared by: Brian Goldstein
Last revision: August 28, 2007
Reviewed by: Finance Committee

This document outlines guidelines for cash management at Northlake UUC. This management includes the following:

1. Deposits of Sunday collections and church donations
2. Payment of staff salaries
3. Reimbursement of church expenses

The underlying theme is to provide a secure and fraud-resistant way to handle funds at Northlake without creating burdensome processes that are not enforceable.

Cash Management Procedures

Role abbreviations used in these procedures:

PD == Person who Prepares Bank Deposits

MD == Person who Makes Bank Deposits

Advisor == Member of finance committee other than Treasurer

BK == Church bookkeeper

PR == Pledge record keeper

These procedures assume that the bookkeeper and Treasurer are not the same person.

Deposits

Sunday after service – two members of the Social Action Committee gather checks, cash (offering, KITH, coffee) and consolidate in church office, place in lock box, record amounts on separate ledger.

During the week, PD prepares bank deposit, consisting of cash, rental income, other payments, offerings, and pledge payments.

PD prepares and emails spreadsheet of deposit to PR.

PR determines which entries are pledge and which are contributions and annotates the spreadsheet.

PR emails spreadsheet of deposit with annotations to Treasurer and BK.

MD deposits them in person at Bank (cash should not be mailed).

Payroll

Staff hours sent to BK by 10th and 25th of each month

BK cuts checks 2x per month (15th and 30th)

Checks sent to Treasurer for signature

Treasurer signs and disburses checks

Check disbursements – other

Committee chairs + other members submit requests to Treasurer (forms available from Treasurer)

Treasurer approves request or sends back to submitter for clarification

Treasurer sends requests to BK on 10th and 25th of month

BK cuts checks 2x per month (15th and 30th)

Checks sent to Treasurer for signature

Treasurer signs and disburses checks

Reporting

BK does the books and sends monthly reports to Treasurer in email

Treasurer reviews records using Bank online service

Treasurer presents status to the Board

Cross check

Advisor gets unopened bank statements from Bank (placed in Treasurer's box by church admin)

Advisor asks Treasurer to clarify questionable church expenditures

Advisor sends copy of bank statement to BK

Cancelled check records go to Treasurer for storage (long term – placed in locked storage in church)