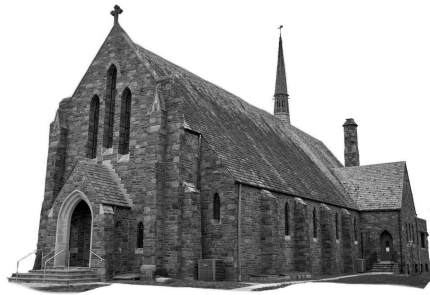


ST. DENNIS CHURCH



Money Handling Procedures

The following is an outlined description of the procedures for handling money by various groups/ministries for fundraising events, etc. held at the Parish.

Collecting-

At least 2 individuals should collect and maintain control of the funds at all times. Family members are considered to be one individual. The individuals must both be adults. If a minor is involved in the collection, they must be accompanied by both a related and an unrelated adult.

Counting-

At least 2 individuals should count and double count the collected money. This count should be performed on parish property, in a separate area, away from any events and away from public view. Once the money is counted, it should be placed in a plastic sealable bag.. Plastic sealable bags are available in the Parish Office or Sacristy if needed.

Transporting-

Once collected, counted and placed in a plastic sealable bag, the money should be secured and placed in the safe in Sacristy or locked location in the Parish Office. Under **NO** circumstances must the money/sealed bag be removed from Parish property.

All groups are responsible for notifying the Financial Manager after the event where the sealed bag is located and write on the bag who/what the collection was for. The Financial Manager will turn over the sealed bags to the Money Counters.