

ST. IGNATIUS of LOYOLA CATHOLIC CHURCH
Procedures Regarding Cash Receipts for Fundraisers/Events/Donations

Receiving Money for Fundraisers/Event:

Receipts should be issued immediately when receiving cash or checks. Receipt books, available in the front office, contain 3 copies. The yellow copy should be attached to the check/cash and the white copy given to the payer; the pink copy is to remain in the receipt book. Funds collected should then be placed in a tamper-resistant bag and dropped in the safe after each mass or after the event. If the fundraiser is being held in the Narthex of the Church, contact the Worship Coordinator for assistance with depositing the bag/s in the safe at the church. If the fundraiser is being held outside of Sunday mass times (i.e. on a Saturday in the Christus Center) the treasurer of the ministry should contact the staff liaison for their ministry to arrange depositing of bags in the church office. Arrangements must be made in advance of the event. The ministry treasurer should also let the Office Manager know in advance that their ministry will be collecting money and plan a time to meet to count and process the deposits for the ministry group. During the week, the bag may be given to the receptionist and arrangements to be made with the Office Manager to count and process the deposits.

Note: All fundraising events must be approved by the fundraising committee of the finance council.

Cash bank for change: In the instance where cash is needed in order to make change, the treasurer of the ministry will request a check, by the Wednesday before the event, so that the payee may receive money from their bank in denominations needed for change. The “cash bank money” should be divided and placed in tamper resistant bags and not opened until the next mass. *Contact Business Manager for more detailed instructions.* After the receipt of money is complete the original amount of the funds requested for the cash bank must be deposited, listed separately as “replace cash bank”.

Steps to following in reference to the above procedures:

1. Submit fundraising request online (at least 1-2 months prior to requested fundraiser date.)
2. Receive approval notice from Fundraising Committee. (The Business Manager is copied on those approvals involving collection of monies)
3. At least 3 days prior to the fundraising event, contact the Business Manager at lkubis@silcc.org to arrange to pick-up the following items:
 - a. Receipt book
 - b. Numbered tamper-resistant bags
4. Also contact the Office Manager, kgarcia@silcc.org, to arrange a time to meet on Monday after fundraising event.
5. On the day/s of and after each mass, place cash/checks with receipts in a tamper-resistant bag. Fill out information requested on the front of the bag. Connect with a Worship Coordinator who will go with you to drop the bag in the safe. One bag per mass.

Note: If the fundraiser is being held outside of Sunday mass times (i.e. on a Saturday in the Christus Center) the treasurer of the ministry should contact the staff liaison for their ministry to arrange depositing of bags in the church office.

6. Return unused bags and receipt book to the front office.