

Handling Church-related Funds Other than Tithes and Worship Service Offerings

1. Two unrelated church members will count any cash and checks, note denominations and amounts on a tally sheet, and place the funds and tally sheet in a cash envelope in the safe.
2. The Financial Secretary is responsible for collecting the funds from the safe and, after keeping correct records, deposit the funds in the bank. This must be done within one to two days after collection.
3. The Financial Secretary shall keep a ledger of the source of revenue as well as the designated disbursement thereof.
4. A summary of deposit records shall be given to the Treasurer on a weekly basis.