



Title: Handling of Fundraising Money
Policy #: 7
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	5/16/06		NEED A STANDARD FOR HANDLING MONEY FOR FUNDRAISERS

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, the church council and church staff.

3 Policy

When groups are collecting money for either fundraisers or other events at the church the money raised needs to be counted on church grounds. Once at the church, the money should not leave the grounds. The only exception is for groups that have a checking account separate from the church (i.e. St. Paul Friends or Ladies Auxiliary).

4 Procedure

1. If money is counted by the group itself, it should be counted at church by at least two people from the sponsoring group
2. If it is an ongoing event and the money needs to be checked or counted more than once, a place will be provided at the church where it can be worked with.
3. Money will be placed in an office envelope or bank bag and given to the church office staff and placed in a secure place.

5 Forms

None
