

## **Handling of money**

When money is collected at any church event it will be counted at the venue by two unrelated people, who will sign a form detailing the amount collected. Any envelopes containing money will have the amount clearly marked on them. The form and envelopes will be passed to the Treasurer, and the money will be banked in the church's current account at the earliest opportunity.

Any money given to church staff or leaders will be receipted using the church's receipt book and a copy will be given to the donor. The receipt will state the name of the donor, the amount and purpose of the donation, and the date of receipt, and the money will be banked in the church's current account at the earliest opportunity.

## **Preparation of banking**

Cash received from donors and customers should be deposited in the bank as soon as possible after the donation or payment has been received. Deposits should be supported by a banking register reconciling with the bank deposit slip. All cash receipts are to be deposited in the church bank account and not used for operating expenses or any other purpose prior to banking.

## **Banking**

Where the amount to be banked is greater than \$500, two people should go to the bank, for personal safety reasons. The day/time of banking should be varied so as to avoid setting a pattern."