

UUCU SEPARATION O

RECEIPTS

Sunday Collection

Receives	2 Board or Finance Committee Members
Counts	2 Board or Finance Committee Members
Records in Church Windows	Admin or BK Assistant
Deposits to Bank Account	Administrator

DISBURSEMENTS

Invoices Received

Approves	Administrator
Prepares Check	Admin or BK Assistant
Signs Check	Treasurer

STATEMENTS

Bank Accounts

Opens & Reviews	Treasurer
Posts Transactions	Administrator
Reconciles	Administrator

CREDIT CARDS

Donations Received

Receives Receipts	Administrator
Approval	DNA
Posts Transactions	Admin or BK Assistant
Receives & Reviews Statement	Admin or BK Assistant
Reconciles Statement	DNA

F DUTIES

Weekly Receipts

Administrator
Admin or BK Assistant
Admin or BK Assistant
Administrator

Requests for Reimbursement

Committee Chair/Minister/Board President as applicable
Admin or BK Assistant
Treasurer

Investment Accounts

Inv Comm Chair / Treas
Administrator
Administrator

Purchases Made

Administrator

Committee Chair
Admin or BK Assistant
Treasurer
Administrator