

Handling UUCC Monies  
Attachment A,  
Sunday collections and collections at other services

Approved: January 2012

- During Sunday or other church service, ushers pass the collection baskets, and the collection baskets are left on the altar table at the front of the church.
- Immediately following the service, the board member responsible for the counting, collects the baskets and finds a second board member to count the offering. There must always be two separate counters. If a board member is unavailable, then a member of the Finance Committee will suffice to assist with the count. In rare circumstances, a member of the congregation is acceptable when neither a board member nor a Finance Committee member is available.
- *The UUCC Sunday Collection Envelopes* will be used for recording the collection. These envelopes are located in the caddy in the hallway next to the minister's office. (See attached *UUCC Sunday Collection Envelope*.)
- Separately, each counter counts the cash and the number of checks. When the counts agree, the figures are recorded in the spaces provided on the *UUCC Sunday Collection Envelope*.
- If individual *UUCC Offering Envelopes* are included in the collection, they will be opened and included in the count. If the "amount" is not included on *UUCC Offering Envelope*, the cash amount should be entered and the entry initialed and dated on the offering envelope. (See attached *UUCC Offering Envelope*.)
- Date and attendance are recorded on the *UUCC Sunday Collection Envelope*.
- Both people who do the counting sign the *UUCC Sunday Collection Envelope*.
- The sealed envelope is put in the safe.
- The Church Administrator verifies the cash count and the number of checks, enters the donations and income in the accounting software, and fills out a bank deposit ticket in duplicate. Attendance numbers are recorded.
- The deposit ticket and the computer record must balance and agree with the amounts on the *UUCC Sunday Collection Envelope*. Any discrepancies should be documented and reported to the church treasurer.
- Record of the deposit is filed in the filing cabinet and includes the *UUCC Sunday Collection Envelope*, other pertinent documentation, a copy of the deposit ticket, and the bank receipt.
- The Church Administrator takes the deposit to the bank