

Episcopal Church of St. John the Baptist, Aptos, California

Manual of Financial Policies & Procedures

RECEIPTS

(Money coming in to the church)

Cash and Check Receipts

- All monies received from any source are recorded in the church's financial records.
- Cash and check receipts are retained in a secure location for counting on a regular schedule by two unrelated people, one of whom must be currently serving on the Vestry.
- All income except for building fund donations is deposited in the church's primary checking account at Santa Cruz County Bank. Building fund donations are deposited at Wells Fargo Bank.
- A standard summary form is completed to reflect the totals of cash and checks received for each bank deposit. The summary form is signed by both counters.
- Checks are stamped/endorsed "for deposit only" with the appropriate stamp, corresponding either to the Santa Cruz County Bank or to Wells Fargo Bank.
- All checks are photocopied and copies given to the bookkeeper for proper crediting.
- Deposit slips are prepared by the counters, as necessary, depending on the account to which the checks should be deposited.
- After counting and summarization, the cash and checks are put in the deposit envelope and sealed and initialed in the presence of both counters. One counter then immediately takes the deposit to the bank.
- The Treasurer and the Bookkeeper receive and review the summary form and copy of deposit slip.
- The Treasurer shall not be one of the designated counters.
- Unless noted, all receipts are considered non-restricted funds. Restrictions for a particular purpose may be indicated in the check memo line or on the envelope containing cash.
- The Bookkeeper posts the receipt totals and enters amounts corresponding to the respective parishioners or donors.
 - If there is a purpose written in the memo line of a check or on an envelope containing cash, the Bookkeeper credits that donation to the specific fund mentioned.
 - If nothing is written in the memo line or no purpose is indicated on the envelope containing cash, the Bookkeeper first checks to see if the donor has a pledge on file. If so, the funds are credited against the pledge if it is unfulfilled. If the pledge has already been fulfilled or if there is no pledge on file, the funds are credited as an unrestricted "identifiable offering" from the donor.
- Donations in memory or in honor of individuals with no further distinction given are considered unrestricted and deposited in the parish's primary checking account.
- The Bookkeeper reconciles bank deposits made by the counters with parish record of monies received.
- The Bookkeeper produces quarterly financial giving statements for all donations given, which are mailed out by the Office Manager.
- If the Rector or Vestry wants to direct donations from a particular Sunday worship service or event to a specific cause or campaign, that intention is announced at the time of the collection of the funds. Should the parishioner (or donor) designate a different purpose for his/her donation at that particular service or event, the individual's expressed intention takes precedence.