

New Bethel Baptist Church

Collections/Donations Outside Sunday Services Policy and Procedure

Policy

New Bethel Baptist Church will maintain strict and accurate control and accounting of money collections/donations made at external events or offerings taken outside Sunday services from collection to deposit. Examples: Vacation Bible School Offering; Operation Christmas Child Yard Sale(s); Fall Festival; Youth Fundraisers, etc.

Procedures

Collection

At least two individuals not related to one another will collect funds/donations at the event and will always be present with the money.

Counters

At least two individuals not related to one another and not involved in collection of these monies will count and tally the funds the same day of collection. A tally sheet is available from the Administrative Assistant for this purpose.

Counting

Immediately after the collection has been completed, two persons not related to each other will count the funds at the end of the event. These individuals will be present at all times during counting. All monies will be counted and verified by **both** counters. The amounts will be recorded in ink on the intake form and signed by both counters and placed in an envelope or bag with the money. The envelope/bag is then turned in to the Administrative Assistant the same day as the event if at all possible.

Recording Donations

Collections/Donations will be recorded in the financial system by the Administrative Assistant who will also fill out the bank deposit slip.

Deposits

Whenever possible, the deposit will be made at the bank the day of the event. If collection is at the end of a day, the deposit will be made the following day. If collection is on a Saturday or Sunday, the deposit will be made the following Monday. Deposit receipts will be kept in a secure place in the office of the Administrative Assistant.

Reconciliation

At least monthly, (preferably when balancing accounts) the Treasurer or Assistant Treasurer will reconcile the deposits. This entails matching the cash intake form to the deposit slip and then to the bank statement for each deposit made by the church.

This policy and procedure will be evaluated at least annually for any updates or changes needed. Approved October 29, 2025.