

UUCB
Procedure for Handling Money

(06/11/23)

OVERVIEW

Cash and checks gathered for any activity or program at UUCB are to be deposited into the safe via the mail slot in the first office door (currently the Director of Family Ministry's office) as soon as possible. Do not put yourself at risk by taking money home to count it.

TO DO AT LEAST A WEEK BEFORE THE EVENT

Determine who will be handling the money at the door & then getting it safely locked up.

Ask office staff to locate a cash box and the \$ deposit envelope(s) you'll need.

If you'll be taking credit card payments, find out from staff how best to do that.

PROCESS

Completing the deposit envelope(s):

Small "Money Deposit" envelope:

Fill out the info requested on the envelope and put it through the mail slot in the Office Administrator's door.

Large white Deposit Envelope:

You will need two people (fraud protection).

Your goal is to get the money into the Envelope(s) and locked up in the first office as quickly as possible.

Please go into the back office where you can complete this process safely, away from people. Arrange for facilities staff to open the back office, if needed.

Complete the second section called "Record of money counted." If more than 1 Deposit Envelope is needed, please mark "1 of 2" etc. in the top corner of the Envelopes.

Be sure to moderately fill the Envelopes so they will fit through the mail slot.

Have both people sign at the bottom of the Envelope.

Seal the Envelope(s).

Put the Envelope(s) through the mail slot in the Office Administrator's door, checking to be sure they don't stick in the mail slot but drop down into the box.