

# Trinity Lutheran Church

## Congregational Drives & Cash Fundraising

### How to Handle Proceeds/Collections

#### *Prior to Event*

- **Cash Fundraiser (e.g. Meat sale, Butterbraid sale, Garage sale, etc.)**
  - If you need a cash box, either contact the Church Receptionist or procure one from an outside source.
  - If seed money is needed, arrange the acquisition with the Church Administrator.
  - Maintain in a secure place.
- **Congregational Drive (e.g. Coat drive, Angel tree, Pine Ridge school supplies, etc.)**
  - If the event is a drive, you will need to arrange for the collection container or other equipment that is needed.
  - You will also need to get approval for and verify the location of the drive and/or container.

#### *During the Event Itself*

- **Cash Fundraiser**
  - **Key Note** when dealing with cash: Whenever possible, you should have a minimum of two people supervising the cash. (That includes carrying the money to a drop safe or other area of security).
  - Maintain control of the cash box/money and any inventory at all times. (Do not leave unattended!)
  - **End of Day:** If the sale is to continue to another day or time, you will need to count the cash (two people) at the end of the allotted time and write the tabulated amount on either a cash envelope or a slip of paper to be inserted in the envelope. Both counters will need to sign and date the amount.
  - **Beginning of day:** When the next sale begins, you will need to verify the count (two people), then sign and date the verification.
  - (**Note:** If you are also dealing with inventory, the above procedures will also apply to that inventory.)
- **Congregational Drive**
  - During drives, area needs to be checked periodically for cleanliness (e.g. emptying of collection containers, restocking of angel tree, etc.).

#### *After Hours or In-Between Selling/Drive Times*

- **Cash Fundraiser**
  - See end of day/beginning of day procedures above.
  - Secure money (e.g. put in drop box, lock up somewhere safe, etc.).
- **Congregational Drive**
  - Determine who will be checking the drive locations.
  - Check on drive locations, determine if you need to deliver or store the collections.
  - Please notify church office of any removal/delivery of collected items.

## ***Turning In of Proceeds/Collections***

### **➤ Cash Fundraiser**

- You will need to count the cash (two people) at the end of the event.
- Insert the money in the envelope and write the amount on the envelope or on a slip of paper inserted into the envelope.
- Both will need to sign and date the envelope or slip of paper (this verifies the count and time of receipt).
- Put in the drop safe, or give to the Church Administrator, or other location that has been agreed to in advance.

### **➤ Congregational Drive**

- Deliver drive materials to appropriate agencies.
- Please notify church office when you remove/deliver the collected items.

## ***Expenses***

- After the event, please submit approved bills, invoices, or payment request forms within 2 weeks of the conclusion of the event to the Church Administrator.