GUIDELINES FOR CHURCH TREASURERS

The Department of Budget has adopted the following as standard procedures to be used in all parish and mission churches in the Diocese:

1. All receipts are to be counted and recorded in ink by at least two persons, each to sign his name to such recording.

2. All receipts shall be deposited intact. No cash withdrawals for petty cash expenses shall be made prior to the deposit.

3. Receipts shall not leave the church premises except for deposit in the bank, in which event two people shall jointly take the receipts to the bank, preferably on the same Sunday as collected, for deposit in the night depository box.

4. All Communion alms are to be entered through regular channels and payments made to clergy by check.

5. All Church School offerings are to be recorded, after counting by two persons, on the church records.

6. The cost of operating the Church School shall be an item in the parish budget.

7. Auditors shall be provided with the means of checking receipts against the book items.

8. Every church treasurer shall make a written report at each regular meeting of the Vestry or Executive Committee, showing the financial condition at that time, including unpaid bills.

9. Each parish and mission shall send, at least once a year, to each individual who has pledged financial support for the year, a statement of the amount pledged and paid by him.

NOTE: The above shall not be considered as "all inclusive," nor shall it be considered as limiting the scope of Title I, Canon 7, "OF BUSINESS METHODS IN CHURCH AFFAIRS" of the Constitution and Canons of The Episcopal Church (Revised 2000)