

Auxiliary Group and Fund-Raising Event Activities

Deposits

Funds collected by auxiliary and fund-raising groups for various activities (ticket sales, ad book sales, fees, etc.) must be delivered to the parish office for deposit into the parish operating account.

A Safe Deposit Proof form and itemization of funds enclosed and purpose of payment must accompany each deposit.

Cash, checks, Safe Deposit Proof and itemization report will be accepted by a parish staff member, sealed in tamper-evident deposit bag and placed in parish office safe. A receipt from the tamper-evident bag with deposit amount and bag number will be provided.

Business manager will open and verify the deposit.

Cash portion of an auxiliary group deposit is routed to the church petty cash drawer operator for inclusion in the next weekly deposit and recorded in QuickBooks accordingly.

Checks are deposited via remote capture by business manager, and entered in QuickBooks accordingly

Disbursements

Disbursement requests for auxiliary group activities must be handled as per current Disbursement Procedures policy.

Reporting

Auxiliary group activities which are funded through the parish operating account and QuickBooks will be reported to authorized individual (group treasurer, president) upon request and no less than twice annually, with the interim and year-end reports. Itemization includes all income and expense activity for the fiscal year.