

**United Methodist Church of Los Altos
Finance Department**

How to handle event cash and checks:

- 1) If you have agreed to be in charge of handling the money for a church event, you must make an appointment with the Finance Department staff ***prior to any financial decisions or activity.***
- 2) Pick up as many “All Purpose Forms” as necessary for the deposit.
 - All Purpose Forms are available in the church office and on the “Give” page of the church web site (www.laumc.org).
- 3) Obtain one or more money boxes from the event leader or staff liaison.
 - Decide how much money will be needed to stock the cash boxes with change.
 - With the event leader’s help, request a check for this cash the Tuesday prior to the event.
- 4) Recruit helpers. It is important to your safety and to the integrity of our financial system that you are never alone with cash boxes, and that you always have a minimum of two people, who are not related, participating in the counting and handling of the money.
- 5) Money collected should never be taken off campus, kept in a vehicle, or left in an unsecured location on campus. Money must always be counted by two unrelated people and dropped into the church safe in the workroom of the church office along with a completed “All Purpose” form signed by the two counters. The Finance Department staff, event leader, and event staff liaison will be able to show you how to do this.

The Finance Department processes deposits every Monday. All moneys received by Sunday evening will be processed the next day.