**Holy Spirit Catholic Church**

Procedure for Handling of Money

By Parish Groups

Your parish gratefully acknowledges the contribution of your time and talent to the Holy Spirit Catholic Church community. As with any organization, we have rules that allow us to safeguard the assets entrusted to us and to ensure proper controls over cash receipts and disbursements. Please always follow the steps listed below.

1. Before raising or collecting money from members of the Holy Spirit community, contact the parish Business Manager, Arthur Dhanagom, at adhanagom@holyspiritchurch.us. To obtain our pastor’s approval for the collection, he will want to know:
* The purpose of the collection or fundraising event
* The names of those responsible for handling of money
* How the money will be collected

Note: Per Diocesan policy, all money raised from the Holy Spirit community belongs to the parish, not to the parish group, although a careful tracking of the finances will be maintained by the parish, and financial reports may be provided upon request. Parish groups are not allowed to keep money in their possession or take any money to their members’ houses.

1. All cash and/or checks collected must be counted by two people using the official parish Deposit Summary sheet. Both counters must sign the Deposit Summary.
2. No cash may be removed from the collection to pay an expense or reimburse a group member. Instead, submit a Check Request to the Holy Spirit business office to pay expenses and reimbursements.
3. Money collected should be placed, along with the Deposit Summary, into a sealed envelope. A counter must sign the outside of the envelope.
4. At least two people must take the money to the rectory office (or school office for school events, if it is open) as soon as the event is finished. At no time may one person be left alone with the money.
5. The money should be placed into the drop safe at the front office of the rectory (or in the lock box right outside the office during non-office hours). For school events, this can be the school safe if the school is open.
6. When the parish group needs the money collected to be distributed, the appropriate group member should submit a Check Request to the Holy Spirit business office. Note that all Check Requests must be accompanied by supporting documentation such as invoices or original receipts.
7. Should the option of sending the money by mail be offered, money should never be sent to any address other than the Parish Rectory office (5121 Woodland Way) or Parish School (8800 Braddock Road). Instructions should be given to the front office on what to look for and how to record these transactions (i.e., whether they are donations vs. payments of goods or services, and if the latter, what the relevant rates are, etc.). Please coordinate with the business manager to ensure that all relevant pieces of information are considered when formulating the instructions.

Parish groups which fail to abide by these rules will lose their privileges to collect money and to use parish facility space.