**Handling Money (checks, cash, and coins) During the Week by a Ministry**

All ministry areas will, at some time or another, receive money in the course of their work – that is normal.

* When you receive it, please get it out of your hands ASAP. Complete a deposit envelope and then place the filled-out deposit envelope in the Finance Office or through the slot on the door. It is ALWAYS best for you to not keep money in your office or desk. Your office is not secure and if people know that money is kept in your office, you put yourself and others at a needless risk.
* If you need to refer back to the money, secure the money at the end of the work day by placing it in a deposit envelope and then putting that envelope in the Finance Office. On the deposit envelope, write in big letters, “For Safekeeping – Will Be Picked Up By \_\_\_\_\_\_ On \_\_\_\_\_\_” which will tell the Finance Office to not count the money but hold it until you come back for it. This will remove the money from your hands and place it in a locked office but where you can still retrieve it later as you need.

**Other Info:**

* If for some reason you need to photocopy a check, **NEVER** copy the routing and bank numbers on the bottom of the check. The name, address, and routing/bank numbers have enough info to steal someone’s money. There is too much risk for you and the church to have that info copied and placed in your office. So, when you copy the check, cover up the routing/bank numbers and then make the copy.
* If you have an event where you will need some petty cash to make change, please let the Finance Office know at least a week in advance. The Finance Office can provide a bank bag with $50 in assorted bills and coins as needed. When you return the bank bag, leave $50 in the bank bag but put the rest of the money in a filled-out deposit envelope which is given to the Finance Office.
* If you have an event where you don’t need petty cash but you expect to receive cash, please let the Finance Office so you can be provided with a bank bag. When you return the bank bag, leave the bank bag empty and put the money in a filled-out deposit envelope which is given to the Finance Office.