

## How Contributions and Income Are Processed at St. James

### Sunday Offering and other donations – Cash & Checks, Credit Cards and Debits

Money collected from all services is put in a safe in the sacristy of the church. Other contributions may arrive in the mail (or hand delivered by an individual) – these contributions are kept in a locked drawer in Lauren’s office until all the money is counted on Mondays.

On Monday morning a volunteer accompanies Lauren to get the money from the safe. It’s usually either Kathalina Hwang or Janet McKinnon who also help count the money. New volunteers are welcome to help count!

### Entering Contributions into the Database

#### Cash

1. The money is counted by 2 volunteers (or 1 volunteer + Delicia if 2 are not available).
2. The counted money is put into an unopenable bag for the bank
3. It stays in a locked drawer in Lauren’s office until the armed guard picks it up on Thursday.

#### Database Entry for Cash

- ◆ When an individual identifies themselves by writing their name on the offering envelope, the amount is entered into the database and marked either “pledge” or “offering” or another designation, such as for food ministry or flowers. Only the people who actually filled out a pledge card will have their money designated as “pledge”. All other contributions are considered “offering”.
  - ◆ Unidentified cash offering is called “plate” and is entered as a lump sum in the database.
4. The offering envelopes are kept in the back storeroom for 7 years (probably too long!).

#### Checks

1. All checks are alphabetized and stamped with the bank endorsement stamp and scanned to the bank with a special scanner in Lauren’s office. This scanner sends the check information directly to the bank.
2. The cashed checks are kept in the same locked drawer as the money bags. Lauren keeps the cashed checks for one month and then they’re shredded.
3. All checks are entered into the database the same as the cash.

Once entered into the database, both the cash and check contributions for that week generate reports which get scanned to the accountants.

#### Credit and Debit Contributions

1. Credit and debit contributions are collected by Vanco, our online provider that helps collect these donations. These contributions are collected into one report by Vanco at the close of the month, then are coded and entered into the database.
2. One big contribution report for the credit and debit contributions is scanned to the accountants once a month.

### Monthly Financial Reports

Our accountants at Jones and Associates enter all contribution reports into QuickBooks. The reports are filed by month in the office and the records are kept for 7 years, then they are shredded.

The accountants generate a monthly report reflecting the church income for the month. These are the financial reports that are sent to the Vestry every month.

### Once Per Year

These procedures are reviewed at our annual audit.

NOTE: 99% of contributions get deposited in the bank. Special large contributions may be wired from the bank to our Raymond James investment accounts, depending on the size and scope of the contribution. Sometimes money is wired from one investment company directly to Raymond James. If this happens, a confirmation report is printed, entered into the database. As with all other contributions, a contribution report is generated, scanned to the accountants to enter into QuickBooks, and filed with the other contributions. These transactions don't happen often.