

Unitarian Universalist Fellowship of Harford County

Policy Statement

Cash Handling Policy Statement

Committee: Finance

Background: Whereas, it is important that the risk of fiscal loss due to pilferage and theft be minimized, the following policy shall be in force upon majority vote of the Executive Board.

Policy: The amount of Cash-on-Hand, i.e., the amount of cash belonging to UUFHC, shall not exceed the amount needed for events of that day by more than \$50. All other payments required by events or circumstance shall be administered by check, submitted by the usual payment process. This shall require that cash kept within the Fellowship over any night shall not exceed this requirement. The impression provided to all persons shall be that no cash at all is kept within the Fellowship. If, for any reason, cash must be left in the Fellowship overnight, the location of the funds shall not be revealed to anyone except the person who must retrieve the cash.

Procedures: Only minimal cash shall be maintained within the Fellowship. To this end an account at a bank close to the Fellowship will be opened. The Administrative Assistant, as part of normal job duties, will make a bank deposit at the end of each day that the total amount of cash on hand is greater than \$50. In the absence of the administrative assistant, the deposit will be made by other fulltime staff. On Sundays, the Treasurer, or other designated member of the Finance Committee, shall deposit all funds received in the collection plate or from any other source in the same manner.

Normally all payment for services or reimbursement shall be via check, unless unusual circumstance presents that cash payments be made. Cash payments, if warranted, will be made only by the Treasurer or the Board President. Regular payments for services or reimbursement will always be paid by check on a weekly or monthly basis as appropriate. Any exceptions to this policy need to be specifically approved by the Executive Board.

Adopted by the Executive Board:

Board Approval**

Date

Review Date: _____
(5 years from signed)

** This policy was originally dated 9/25/05, but no signed copy of this policy could be found. Reviewed by the Finance Committee September 2009; received by Board 7/20/10. Reapproved on the date above.