



Saint Kateri Tekakwitha Catholic Parish

22508 Copper Hill Drive, Santa Clarita, CA 91350

Parish Activities with Cash Receipts Internal Control

All cash/checks, including the appropriate support, should be immediately forwarded to the Parish Office for deposit:

1. All checks are paid to the order of Saint Kateri Catholic Church with current date (do not accept post-dated checks). Purpose of payment, i.e. name of event, can be noted on the memo line.
2. All cash/checks counted by two adults
3. All cash/checks is placed in an envelope with the amount recorded on the outside, signed and dated by two adults, who completed the count.
4. The cash/checks is immediately secured in the parish vault.
5. No employees or volunteers may keep cash/checks in their personal possession overnight or past the termination of the activity or event.
6. If cash/checks cannot be counted immediately, it must be secured in the parish vault, clearly dated and labeled as to which event or activity it relates to with the name of the person(s) responsible for securing it in the vault. The cash/checks must be counted and verified on the next business day by two people and reported to the event chair.
7. All supporting documentation is maintained with the deposit and filed in the Parish Office.
8. QuickBooks data entry will include the name of the event and persons(s) responsible for counting the cash/check.

Thank you,
Jennifer Cummings-Martin
Director of Operations

Please acknowledge reading and accepting parish guidelines:

Name:

Date:

Event: