

St. Joseph's Parish

Cash Management Policy

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Goal: To ensure effective checks and balances in the management of cash by the Parish administration.

Background: Cash at St. Josephs is generally collected, recorded and managed by the Front Desk staff, and then verified by the Executive Director and the Finance Coordinator. The largest and most constant source of cash in the Front Office is comprised of funds collected through the rental of parking spots in the parish lot. The Front Office also collects hall rental amounts paid in cash, as well as announced mass monies. Revenue from the parking lot, however, comprises over 90% of cash collected in the Front Office every week. The Front Office also manages a float, in order to ensure adequate change for parkers.

Roles & Responsibilities:

a) The Front Desk Receptionist is the first point of contact for cash entering St. Joseph's Parish through the Front Office. The staff member must record in the Front Office ledger and in the appropriate column cash and cheque totals for parking spots, as well as hall rental deposits and announced mass contributions. The Front Desk Receptionist must count and record the precise amount of cash in the till at the beginning and end of his/her shift, and sign off in the appropriate ledger. As such, four entries must appear in the ledger each day.

b) The Front Office Lead Receptionist supervises the Front Desk Receptionist from 8:00am until 2:30pm and once a day conducts a detailed count of all denominations of notes and coins in the front desk till, recording the individual amounts in the appropriate ledger. The Lead Receptionist submits a parking, hall rental and announced mass deposit prior to the end of his/her shift to the Executive Director and obtains his/her signature for the ledger.

c) The Executive Director is responsible for overseeing sound cash management in the Front Office. The Executive Director records all cash amounts on weekly revenue sheets and ensures that all cash is locked securely in the upstairs safe upon deposit. Once per week, the Executive Director reconciles the deposited amounts listed on the revenue sheets with those appearing in the Front Office ledger, and checks to ensure that each count or deposit is signed and dated by the staff member on duty. The Executive Director must also verify that the amounts counted at the end of one shift in the Front Office ledger match those listed at the beginning of the subsequent shift.

d) The Finance Coordinator must be informed of any discrepancies in the ledger, including differences between shift amounts and discrepancies between figures recorded by the Front Office and those appearing on revenue sheets. Once a month, the accountant reconciles the Front Office ledger with the revenue sheet. Completed revenue sheets are submitted to the Accountant by the Executive Director each Monday morning.

e) Unresolved discrepancies in cash amounts (whether appearing on revenue sheets or on Front Office ledgers) are brought to the Executive Director's attention by the Accountant in the form of a written report. These discrepancies must then be brought to the attention of the Finance Committee. Discrepancies must be resolved within one work week.

Front Office Till:

a) Float: It is understood that the Front Desk must have adequate change at all times, in order to serve our parkers. As such, the Front Office maintains a float, which cannot exceed \$150 at any time. The float may consist of \$5, \$10 and \$20 bills, as well as coins. Any larger bills must be deposited immediately in the safe.

b) Lock-up: The front Office till must be placed in a locked filing cabinet at the end of the evening shift, along with the ledger indicating the amount in the till, as well as the name and signature of the receptionist who counted the cash in the evening. The amount of cash left overnight in the till cannot exceed \$150.

Counterfeit notes: All Front Desk staff are responsible for understanding and recognizing the security features on bills issued by the Bank of Canada; a guideline published by the bank must be printed and kept updated in the front office for reference purposes. Receptionists must take extra caution checking \$20, \$50 and \$100 bills for potential counterfeits. If one is found, the Front Desk staff must confiscate this from the client and explain the problem. The Executive Director must be notified of any counterfeit notes.

Other Cash Management: Cash is occasionally managed by both the Pastoral Associate and the Coordinator of Faith Formation and Young Adult Ministries, and these often take the form of marriage prep registration fees, or funds associated with sacraments. All money collected outside the Front Office must be deposited in the downstairs safe immediately upon receipt. They must then be submitted to the Executive Director or, in his/her absence, to the Lead Receptionist, along with a deposit form. The Manager of the Supper Table and the Director of the Women's Centre must submit any cash donation amounts for deposit to the Executive Director as soon as possible, but no later than 24 hours, after receipt. In the Executive Director's absence, these amounts must be deposited in the Front Office.