ALL ABOUT THE MONEY
TRACKING YOUR FUNDS 2017-2018

UnitarianUniversalist
Congregation of Asheville

Voucher in by
Tuesday @NOON,
Check Ready
Friday @Noon

HOW MUCH MONEY DO WE HAVE?

Each committee, task force or staff member is responsible for tracking their budget and knowing what account number(s) to spend from. Groups are encouraged to nominate a treasurer. To keep track throughout the year, Becky can run a report showing your income/expenses within a week of your request.

WHO CAN SPEND MONEY?

Each account number requires an **authorized signature**. Designate one person to authorize expenses, for example the chair, a staff member, or a designated "treasurer." The group may also have the Director of Administrator authorize expenses for them. Provide the name and contact information to Becky at the start of each church year.

3 WAYS TO PAY A VENDOR

1 &2. **By Check or UUCA Credit Card**: The best options because UUCA will get a refund on the sales tax, and more money stays in your group's budget.

3. **Pay Yourself & Get Reimbursed**: Sometimes the above options aren't practical. Since we cannot reclaim sales tax with this option, do not use it for purchases over $50.

GET A CHECK IN 3 EASY STEPS

1. Fill out the check voucher found in the Green Folder in the **Bookkeeper's** box. You MUST have an <u>authorized signature</u> on your request (see Who Can Spend Money, above)
2. Include back-up material (invoice, receipt for money spent, etc.) to the voucher. Note on the voucher if anything needs to go out with the check and attach all with a paper clip.
3. Place in red "Vouchers to be Paid" folder (also in the Bookkeeper's box) by Tuesday at Noon. The check will be mailed on Friday or ready for pick-up at Noon.

UUCA CREDIT CARD

To buy an item with a UUCA credit card (because we get the sales tax back that way), work with **Linda Topp** or **Joy Berry** (if RE-related). These two can either directly purchase the item you want (if it's available online) or authorize you to temporarily take a church credit card from the office for a direct purchase by you.

BIG EVENTS WITH LOTS OF CASH

If you need change for a fundraising event, follow the procedure below.

1. Contact Becky **at least two weeks before your event** to arrange for an office key, cash, cash boxes and forms.
2. Two <u>unrelated</u> people should count the cash & fill out a deposit slip <u>immediately</u> after the event.
3. Put envelope with cash and deposit slip in office safe as soon as possible for security. <u>**Do not take money home**</u>!

DEPOSITING MONEY

When you hold a fundraiser, here's how to handle those funds:

What to Include with the Money
- Total amount of deposit
- Event/source and date
- Account number to credit
- Contact name & phone number

Where to Turn It All In
- Office (during office hours)
- Safe (if you have office key)
- Black Box in office foyer
- DO NOT TAKE IT HOME

ALWAYS PUT CASH & CHECKS IN A SEALED ENVELOPE

OTHER QUESTIONS ABOUT FINANCES? CONTACT:

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