



Reedy Fork Baptist Church Financial Management Policy

Purpose

- To create excellence and integrity in the handling of offerings at RFBC and RFBC related functions.

Biblical/Theological Purpose

- Let all things be done decently and in order. ~ I Corinthians 14:40

When Will Process Begin

- Effective immediately

Anticipated Outcome

- Integrity to our process and person handling monies.
 - Improved understanding of expectations.
-

1. Handling Church Offering

One of the important aspects of church financial management is establishing appropriate **methods** and **policies** for **handling offerings**. There are certain **Internal Revenue Service** rules that must be followed regarding handling cash, acknowledging and accepting donations.

2. Receiving the offering

- a. Offerings can be received in several different ways, from those that are attending worship services. However, **in order to protect the integrity of those who handle the money**, a certain degree of caution should be exercised when receiving offerings.
- b. At Reedy Fork Baptist Church, designated persons who are generally responsible for collecting the offerings **must exercise extreme caution when collecting offerings**.
 - i. One person should never collect the offering; there should always be at least two people.
 - ii. If the offering receptacles must be carried away from the main sanctuary (closed circuit television viewing area, nursery, overflow rooms, and so on), they should proceed in groups of no less than two. Under no circumstance should funds be collected alone.
 - iii. At no time should a person be left alone with one or more of the offering receptacles.

- iv. Under no circumstances should designated persons collecting or receiving offerings make change or give change. If it is necessary for a donor to receive change, they should report to Room 302 (downstairs behind the sanctuary) 15 minutes before the start of Sunday School and Worship Service to consult with the Treasurer, Assistant Treasurer or Assistant Business Manager.

RFBC – Budget Planning Team

Reedy Fork Baptist Church