



## **EcoFaith Recovery Policies for Handling Cash and Checks at Events**

**Cash or checks received at events** (or simply given to staff or leader in person, rather than done by PayPal or mailed to the office).

1. When a donation or fee is received, whether by cash or check, the receiver notes who it is from, where and when it was received, and what it's for, in the check/cash log (if by mail), on the class list (if taken in at a class), or simply on a sheet to be passed on to the Operations & Communications Coordinator (if at a one time event – see below).
2. The receiver includes the cash along with any checks collected, which is handed off to the Coordinator. Again, this should include who the money is from, where and when it was received, and what it's for, and the name of the person who collected the payments/donations. These should be sent or given to the Coordinator within 3 days of collecting them. (See below for mailing address.)
3. The Coordinator treats cash the same way checks are treated (see “Systems for Processing Payments Received” for details).

### **In the event of a “pass the hat” or “pay at the door” event and cash is received:**

- Two people are designated to have their eyes on the donation basket at all times until the next step is completed.
- Those two people count the cash and the amount received in checks. It is all placed in an envelope and both people sign that envelope and list the amount they counted.
- If large amounts of cash are collected, they will be immediately deposited in the bank at the conclusion of the event if at all possible. (It is best if two people make this deposit, for safety.) Another option is that one of the volunteers or a staff person present writes a check for the amount of cash that was taken in, after it is counted, and that check, verified by the two people who counted the cash, is put in the envelope (same procedure as above, but with a note indicating that this is what happened, and requesting a reimbursement for the person who wrote the check).
- The checks and sheet showing the cash collected are given to the Operations & Communications Coordinator within 3 days of the event, and handled using the usual systems. This hand off can be done in person, or by mail.
- The EcoFaith mailing address is: PO Box 12612, Portland OR 97212.