

MONEY HANDLING PROCEDURES

REQUISITIONS

“Asking for Monies” form

- **To be completed and turned into office PRIOR TO making any purchases or placing any orders**
- **Must be signed by at least two team members or one team member and lay pastor**
- **Needs to be turned into office at least two weeks in advance**
- **Should be accompanied by bid or estimate**

Cross Brand Cowboy Church

Revised 2/3/09

Asking for Monies

Date: _____

Team you're working for: _____

How much you're asking for: _____

Who are we paying? _____

How do you want it paid? ☐ check ☐ credit card ☐ charge account

What you're planning to buy:
(Please be brief)

What account are the monies coming from? _____

Are you collecting any monies to repay this account? ☐ yes ☐ no

If yes, approximately how much? _____

Cowboy/Cowgirl head of your Team: _____

Cowboy/Cowgirl on your Team: _____

Lay Pastor over your Team: _____
(at least any 2 of the 3 listed above need to sign)

When will checks or credit cards need to be issued? _____

And received by _____

Might need approval from the Finance Team!

Cross Brand Cowboy Church
Revised 2/3/09

Asking for Monies

Date: 1-3-13

Team you're working for: Arena-Playday

How much you're asking for: 300⁰⁰

Who are we paying? Superior Buckles

How do you want it paid? ☒ check ☐ credit card ☐ charge account

What you're planning to buy:
(Please be brief)

Prizes for Playday

What account are the monies coming from? Playday (Budget or designated)

Are you collecting any monies to repay this account? ☒ yes ☐ no

If yes, approximately how much? all

Cowboy/Cowgirl head of your Team: Jane Jones

Cowboy/Cowgirl on your Team: Bill Jiles

Lay Pastor over your Team: _____
(at least any 2 of the 3 listed above need to sign)

When will checks or credit cards need to be issued? When Invoiced
And received by Mail check

Might need approval from the Finance Team!

- ALL INFORMATION MUST BE COMPLETE
- IF YOU DO NOT HAVE AN EXACT AMOUNT, GIVE ESTIMATE
- CREDIT CARDS ARE TO BE USED ONLY IN SPECIAL CIRCUMSTANCES
- INDICATE WHETHER YOU ARE USING BUDGET OR DESIGNATED FUNDS
- MUST BE SIGNED BY 2 PEOPLE
- INDICATE WHEN YOU NEED FUNDS AND HOW THEY ARE TO BE DISBURSED.

COUNT SHEETS

- **To be used to turn in any money collected for any reason OTHER than events requiring a cashbox**
- **Examples: Wednesday night meals, Mending Fences meals, Sunday coffee money, Round Pens collecting money to pay for literature**
- **Must be signed by two people and accompany money turned in to office**

CROSS BRAND COWBOY CHURCH

Date: _____

CASH

EVENT NAME: _____

100 = \$ _____

50 = \$ _____

20 = \$ _____

10 = \$ _____

5 = \$ _____

1 = \$ _____

Coins=\$ _____

Total Cash \$ _____

Checks: (Run two Tapes & attach)

Total Checks \$ _____

TOTAL DEPOSIT \$ _____

Signature: _____

ACCOUNTING

TOTALS

General Fund:

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

Temp. Restricted funds

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

Designated Funds

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

Split Deposits

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

TOTAL DEPOSIT \$ _____

CROSS BRAND COWBOY CHURCH

Date: 1-5-72

CASH

EVENT NAME:

Wednesday
Night meal

100 = \$ _____
50 = \$ _____
20 = \$ 320.00
10 = \$ 50.00
5 = \$ 30.00
1 = \$ 16.00
Coins = \$ _____

Total Cash \$ 416.00

Checks: (Run two Tapes & attach)

Total Checks \$ 25.00

TOTAL DEPOSIT \$ 441.00

Signature:

Jale Kumble
Patricia Chatman

ACCOUNTING

TOTALS

General Fund:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Temp. Restricted funds

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Designated Funds

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

Split Deposits

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

TOTAL DEPOSIT \$ _____

- Have 2 people count money and sign form
- Attach calculator tape to form
- Fill out top portion only
- Turn form into office with money

REQUESTING CASH BOX

- **Requisition must be completed and turned in to office requesting cashbox and/or checks for events**
- **Requisition should be turned in to office no later than 1 week PRIOR to event**
- **Indicate number of checks requested for event and amount needed for cash box**

Cross Brand Cowboy Church
Revised 2/3/09

Asking for Monies

Date: 1-3-13

Team you're working for: Playday

How much you're asking for: 200⁰⁰

Who are we paying? Cashbox

How do you want it paid? ☐ check ☐ credit card ☐ charge account

What you're planning to buy:
(Please be brief)

Cashbox for entry fees -
100 - 20's
50 - 10's
50 - 5's

What account are the monies coming from? Playday

Are you collecting any monies to repay this account? ☒ yes ☐ no

If yes, approximately how much? _____

Cowboy/Cowgirl head of your Team: Jane Jones

Cowboy/Cowgirl on your Team: Bill Ellis

Lay Pastor over your Team: _____
(at least any 2 of the 3 listed above need to sign)

When will checks or credit cards need to be issued? 1-15-13

And received by Jane Jones

Might need approval from the Finance Team!

- Indicate amount and denominations needed for cash box
- Make sure 2 team member sign request
- Indicate number of checks needed, if applicable
- Indicate date needed and who will pick up cash box
- Turn in request no later than 1 week prior to event

CROSS BRAND COWBOY CHURCH

REQUEST FOR CASHBOX

Must be submitted to office at least 7 days prior to event

Revised 05/09/12

Date: 1-3-13

Event Requesting Petty Cash: Playday

Box Received By: Jane Jones Date: 1-15-13

100⁰⁰ in \$20.00
50⁰⁰ in \$10.00
50⁰⁰ in \$ 5.00
_____ in \$ 1.00
_____ in coins
200⁰⁰ Amount of Cashbox

The funds in the start-up cashbox should be used only for making change. In an emergency situation, where extra supplies for the event must be purchased, use only funds in excess of the original amount of the cash box and include the cash receipt for purchase in the returned box.

CASH RETURNED AFTER EVENT:

As you count the money list the Total of each size bill on the appropriate line. Total all checks and list the Total on the in Ck line. List any coins on the coin line. Total all cash and checks and put Total on the Total line. Subtract the petty cash you started with (Amount of Cashbox above). And put the figure on the Event Deposit Amount line. This will be what is deposited to your event account.

_____ in CK(s)
_____ in \$100.00
_____ in \$50.00
_____ in \$20.00
_____ in \$10.00
_____ in \$ 5.00
_____ in \$ 1.00
_____ in Coins

\$ _____ TOTAL
(_____)- Less cash box start amount

\$ _____ Event Deposit Amount

Counted By: _____

Counted By: _____

- This form will be in the cash box when you receive it. Please verify the amount of cash matches the amount on the sheet.
- This form is to be returned to the office along with the cash box

CROSS BRAND COWBOY CHURCH
REQUEST FOR CASHBOX
Must be submitted to office at least 7 days prior to event
Revised 05/09/12

Date: 1-13-13

Event Requesting Petty Cash: Playdough

Box Received By: Jane Jones Date: 1-15-13

100⁰⁰ in \$20.00
50⁰⁰ in \$10.00
50⁰⁰ in \$ 5.00
_____ in \$ 1.00
_____ in coins
200⁰⁰ Amount of Cashbox

The funds in the start-up cashbox should be used only for making change. In an emergency situation, where extra supplies for the event must be purchased, use only funds in excess of the original amount of the cash box and include the cash receipt for purchase in the returned box.

CASH RETURNED AFTER EVENT:

As you count the money list the Total of each size bill on the appropriate line. Total all checks and list the Total on the in Ck line. List any coins on the coin line. Total all cash and checks and put Total on the Total line. Subtract the petty cash you started with (Amount of Cashbox above). And put the figure on the Event Deposit Amount line. This will be what is deposited to your event account.

200⁰⁰ in CK(s)
_____ in \$100.00
_____ in \$50.00
100⁰⁰ in \$20.00
100⁰⁰ in \$10.00
75⁰⁰ in \$ 5.00
_____ in \$ 1.00
_____ in Coins

\$ 475⁰⁰ TOTAL
(200⁰⁰) - Less cash box start amount

\$ 275⁰⁰ Event Deposit Amount

Counted By: Jane Jones

Counted By: Bill Fuler

- Complete the lower portion of the count sheet after your event
- Have 2 people verify the count and sign the sheet
- Put sheet back in the cash box to be returned to the office
- RETURN CASH BOXES TO OFFICE PROMPTLY AFTER EVENTS
- DO NOT CASH CHECKS OR MAKE REIMBURSEMENTS FOR EXPENSES FROM CASH BOXES

EVENT RECEIPTS

Must be complete by ANYONE who receives payment (check or cash) for prizes or services rendered at events

Must be turned into office along with checkbook after event.

CROSS BRAND COWBOY CHURCH

(event name) EVENT RECEIPT

PLEASE MAKE SURE ALL THE INFORMATION BELOW IS FILLED OUT

Date: _____
Name: _____
Address: _____

Phone: _____
Social Security #: _____
Signature: _____
Amount: _____
Place: _____

CROSS BRAND COWBOY CHURCH

Open Ranch Rodeo EVENT RECEIPT
(event name)

PLEASE MAKE SURE ALL THE INFORMATION BELOW IS FILLED OUT

Date: 3-10-2013
Name: John Smith
Address: 1234 South
Tyler, TX 75701
Phone: 903-500-1234
Social Security #: 123-45-6789
Signature: John Smith
Amount: 400.00
Place: 2nd

- Make sure form is fully completed
- Must have Social Security number and contact information
- Must be signed by recipient
- Make sure check and receipt amounts are the same