

In this newsletter, the Internal Audit Department offers advice on how to reduce overall financial and administrative risk to your parish in regards to “Best Practices” regarding Fundraising Events.

Risks at Parish-Run Fundraising Events

Fundraising events (lawn fetes, dinners, auctions, raffles, etc.) are vital to many parishes. Above and beyond the administrative burdens associated with planning, organizing, and executing these events, there are often “hidden” risks involved that, if not addressed, have serious consequences to the parish including its community, employees, and even the Pastor.

Unfortunately, due to a lack of proper internal control procedures, several parishes within the Diocese have experienced significant issues. These unfortunate incidents could have all been prevented, detected, or the chances of occurrences significantly reduced, had these parishes followed some specific procedures. Therefore, we recommend the implementation of the following procedures for your parish fundraising events, to minimize your risk of loss.

During the event (where applicable):

- For parish [lawn fetes, carnivals, and similar events] we strongly recommend that a parish utilize tickets rather than accepting cash at any number of booths at the event. Fundraisers that accept cash at any booth versus those which exchange cash for tickets at 1-3 controlled booths assume a higher risk of loss of funds.
- Generally, it is not a good idea to cash personal or parish checks at any event for cash from the count room / un-deposited funds.
- Two unrelated individuals should be present with the currency at all times – collection, counting, and deposit.
- Periodic cash pick-ups should be made from the areas which handle cash to avoid having too much cash on the grounds.
 - Cash pickups should be counted by the “booth” chairperson and cash pickup person at the booth and documented (with signatures of both people) in a pre-numbered triplicate copy receipt book or on a booth tally sheet, before funds are transported to the count room.
 - If this is not practical, pre-numbered tamper-evident bags should be assigned to each booth. The booth chairperson should seal the

uncounted funds in a tamper-evident bag, which should be transported directly to the counting room.

- The supply of tamper-evident collection bags should be controlled, distributed and tracked by an individual who is not involved with the cash collection process or has access to the safe containing the currency. A tamper-evident bag control log should be utilized.
- Booth tally sheets (see samples – Summary & Detail) should be used to document cash pickups from each booth and to determine each booth’s profit or loss.
- Periodic cash pickups may not be necessary at smaller events, in which case the booth cashiers should complete a cash count tally sheet (sample enclosed). The sheets and the cash boxes should be brought to the counting room for verification.
- Cash from fundraising events should be immediately deposited in the bank’s night depository. If this is not possible, the funds and bank deposit ticket should be sealed in a bank deposit bag and locked in the parish safe. The deposit should be transported to the bank on the next banking day. Currency (event proceeds) should never be taken to a volunteer’s home or another location where one individual is alone with un-deposited funds.
- The retention of certain tickets, including winning tickets for raffles, is mandated by law. All fund-raising supporting documentation should be retained, including:

A list of donors/sponsors/donated items	Control report of Bell Jar ticket sales
Documentation of presale tickets sold	Cash count sheets
Booth tally sheet and pickup slips	Adding machine tapes
Tamper-evident bag control log	Duplicate deposit tickets
Raffle winning and unsold tickets	Validated deposit receipts
Raffle sold ticket stubs	Paid invoices
Bell jar winning tickets & unsold tickets	All other relevant items

We recommend you share this information with your trustees and Finance Council / committee and document, in a memorandum; your Parish run Fundraising Event procedures and communicate the relevant portions to your volunteers during a periodic training session.

Next topic will discuss items related to issues to consider after Fundraising events.

PARISH _____

EVENT _____

DATE _____

					<u>Totals</u>
Booth Number	_____	_____	_____	_____	
Booth Name	_____	_____	_____	_____	
Start-up Funds	_____	_____	_____	_____	_____
Total Cash Pick-ups	_____	_____	_____	_____	_____
Ending Booth Cash	_____	_____	_____	_____	_____
 Total Deposited	=====	=====	=====	=====	=====
Booth Expenses:					
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Sub-Total Expenses	_____	_____	_____	_____	_____
Plus Start-up Funds	_____	_____	_____	_____	_____
 Total Expenses	=====	=====	=====	=====	=====
 Profit (Loss)	_____	_____	_____	_____	_____
(Total Deposited					
less Total Expenses)					

PARISH _____

Booth Tally Sheet - Detail

EVENT _____

DATE _____

Booth Number _____

Booth Name _____

Chairperson _____

Workers:	Start-up Funds:	Cash Pick-ups:			Ending Cash:
	x \$ 10.00 = \$ _____	<u>Receipt #</u>	<u>Amount</u>	<u>Counter's Initials</u>	x \$ 20.00 = \$ _____
	x 5.00 = \$ _____	1. _____	\$ _____	_____	x 10.00 = \$ _____
	x 1.00 = \$ _____	2. _____	\$ _____	_____	x 5.00 = \$ _____
	x .25 = \$ _____	3. _____	\$ _____	_____	x 1.00 = \$ _____
	x .10 = \$ _____	4. _____	\$ _____	_____	x .25 = \$ _____
	x .05 = \$ _____	5. _____	\$ _____	_____	x .10 = \$ _____
	x .01 = \$ _____	6. _____	\$ _____	_____	x .05 = \$ _____
	Total \$ _____	7. _____	\$ _____	_____	x .01 = \$ _____
		8. _____	\$ _____	_____	Total
		9. _____	\$ _____	_____	Ending Booth Cash \$ _____
	Start-up Funds received By:	10. _____	\$ _____	_____	Counted by:
		11. _____	\$ _____	_____	_____
		12. _____	\$ _____	_____	_____
		13. _____	\$ _____	_____	_____
		14. _____	\$ _____	_____	_____
		Total Cash			
		pick-ups	\$ _____		

Event Name: _____

Cash Count Tally Sheet

Date: _____

Cash Box/drawer #: _____

Time Worked: _____

Workers:

Cash Count

Bills:

\$50's x _____ = _____

\$20's x _____ = _____

\$10's x _____ = _____

\$5's x _____ = _____

\$1's x _____ = _____

Total Bills: _____

Coins:

\$1.00 x _____ = _____

25¢ x _____ = _____

10¢ x _____ = _____

5¢ x _____ = _____

1¢ x _____ = _____

Total Coins: _____

Checks:

<u>Check #</u>	<u>Name:</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount from Back (if Necessary) _____

Total Checks: _____

Grand Total \$ _____

Counters Signatures:

Attach to Cash tally sheets all receipts for items paid out from this cash box/drawer.

Tamper Evident Bag # _____