

St. Nicholas Orthodox Church
Money Collection Procedures for Church Groups

Please follow these procedures when collecting money.

1. Keep a ledger of the donor and the amount of money received. Each donation should be coded—cash, credit, check.
2. At the end of each collection, the person who collected the money and one of the following people (Treasurer, Assistant Treasurer, Parish Administrator) will go to the Records Office to verify that the ledger matches the money received. The ledger form must be signed and dated by each verifier.
3. The ledger and the money are to be sealed in an envelope and placed in the safe. (Envelopes are located on the top of the safe).
4. Once all the donation period has concluded, a “Request for Ministry Funds” form must be submitted if a St. Nicholas check is to be written to an entity for the amount collected. Once completed, this form is to be placed in the “St. Nicholas Parishioner” folder for processing. (All forms and folders are located in the wall bin outside the Secretary’s office.)