all about the MONEY

VOUCHER
in by Tuesday @ 12 noon

CHECK
ready by Friday @ 12 noon

DEPOSITING MONEY

BEST PRACTICES FOR HANDLING MONEY:

What to include:

- Total amount of deposit
- Event/source and date
- Account number to credit
- Contact name & phone

Where to turn it in:

- Office (during office hours)
- Safe (if you have office key)
- Box outside Administrator's office
- **DON'T TAKE IT HOME**

ALWAYS PUT CASH & CHECKS IN A SEALED ENVELOPE

HOW MUCH MONEY DO WE HAVE?

Each committee, task force, or staff member is responsible for tracking their budget and knowing what account number(s) to spend from. Groups are encouraged to nominate a treasurer. To keep track throughout the year, the office can run a report showing your income/expenses within a week of your request.

WHO CAN SPEND MONEY?

Each account number requires an **authorized signature**. Designate one person to authorize expenses, for example, the chair, a staff member, or a designated "treasurer." The group may also have the Director of Administrator authorize expenses for them as long as the group has requested that in writing (email).

WAYS TO PAY A VENDOR

1. **By Check or UU Asheville Credit Card**: The best options because UU Asheville will get a refund on the sales tax, and more money stays in your group's budget.
2. **Pay Yourself & Get Reimbursed**: Sometimes the above options aren't practical. Since we cannot reclaim sales tax with this option, do not use it for purchases over $50.

GET A CHECK IN 3 EASY STEPS

1. Fill out the check voucher found in the Green Folder in the **Bookkeeper's** box. You MUST have an authorized signature on your request (see Who Can Spend Money, above).
2. Include backup material (invoice, receipt for money spent, etc.) to the voucher. Note on the voucher if anything needs to go out with the check and attach it all with a paper clip.
3. Place in "Vouchers to be Paid"(purple) folder (also in the Bookkeeper's box) by Tuesday at Noon. The check will be mailed on Friday or ready for pick-up at Noon.

CONGREGATIONAL CREDIT CARD

Work with the Director of Administration to buy an item with the credit card (because we get the sales tax back that way). They can either directly purchase the item you want (if it's available online) or authorize you to temporarily take the credit card from the office for direct purchase by you.

NEED CHANGE FOR AN EVENT?

1. Contact the Office Manager **at least three weeks before your event** to arrange for an office key, cash, cash boxes, and forms.
2. Two unrelated people should count the cash & fill out a deposit slip immediately after the event.
3. Put the envelope with cash and deposit slip in the office safe as soon as possible for security. **Do not take money home**!

QUESTIONS? **Director of Administration: administration@uuasheville.org or 828-254-6001 ext. 201**