

# **BLESSED KATERI TEKAKWITHA PARISH**

## **FUNDS RECEIPT OR DISBURSEMENT FOR PARISH FUND RAISING EVENTS**

*Every parish is expected to have reasonable procedures in place to ensure the safe handling of funds. Your cooperation with these guidelines is appreciated.*

### **Collection of Funds**

- Checks and cash are not to be taken off church property.
- Verify that all checks are made payable to Blessed Kateri Church and that no checks are post dated.
- The memo field of the check must include the name of the fundraiser or event.
- The committee chair and another person (must be of no relation) will count the funds and complete the Record of Receipts form (attached) at the completion of the event. If the event spans more than one day, the money will be counted at the end of each day.
- The money and the form will be given to a clergy member to be placed in the church safe.

### **Reimbursement of Funds**

- Please see Request for Reimbursement form (attached) for any payments that need to be made for an event.

**BLESSED KATERI TEKAKWITHA PARISH  
RECORD OF RECEIPTS**

Committee/Event: \_\_\_\_\_

Total Collected: \_\_\_\_\_ Date: \_\_\_\_\_

\$ Amount Checks: \_\_\_\_\_

\$ Amount Cash: \_\_\_\_\_

*Counter #1 Signature* \_\_\_\_\_

*Counter #2 Signature* \_\_\_\_\_

*Please include this form with the counted funds.*

**BLESSED KATERI TEKAKWITHA PARISH  
REQUEST FOR REIMBURSEMENT**

Committee/Event: \_\_\_\_\_

Payable To Name: \_\_\_\_\_

Payable To Address: \_\_\_\_\_

Amount: \_\_\_\_\_

Send Tax Exempt Form With Check:     Yes                       No

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attached receipts to this page.*