

## **Money Collection**

This covers collecting monies, usually at the door, at any Knights event at the discretion of the Grand Knight. (I.e. holiday dinners, lenten dinners, pancake breakfast, burger bash, casino night, valentine dance)\*

### 1. Event chair appointed

- 1.1 Event chair picks up tamper-proof collection bags
- 1.2 Event chair appoints collection team
- 1.3 Monies are collected by collection team
- 1.4 After event the collection team counts, with preferably a minimum of two people counting, and creates a report in substantial conformance with "Knights Count Sheet", signed and verified by the counters
- 1.5 Collection team places monies collected along with Knights Count Sheet in tamper-proof envelope

### 2. Transfer of monies

- 2.1 Within two business days, the tamper-proof envelope is given to Financial Secretary (alternatively the Collection team may place the envelope in the Safe in the Church Office and advise the Financial Secretary accordingly)
- 2.2 The Financial Secretary verifies money against the Knights Count Sheet and enters in Report of Receipts; then within two business days, the tamper-proof envelope is given to the Treasurer. If there is a discrepancy in the count, the Financial Secretary will contact the Event Chair and the Grand Knight.
- 2.3 Within two business days, the Treasurer verifies money against the Knights Count Sheet and deposits moneys in appropriate council's bank account. If there is a discrepancy in the count, the Treasurer will contact the Financial Secretary and the Grand Knight.

### 3.0 Reporting of monies collected

- 3.1 Event chair provides a recap of the event including profits and losses for the event at the next general meeting

\*Does not include: ID Drive, Roses, Coffee&Donuts, Golf Dinner, Golf Tournament, Ball Drop, Lectern Box, GK Dinner, Clergy Night, Outside donations, other sources - paypal