



# St. Jude Catholic Church

## Fundraising Policy

### St. Jude Fundraising Instructions

Updated (July, 2019)

**St. Jude must administer their fundraising events according to the policy of the Archdiocese of Indianapolis. The process below is provided to help groups understand how the policies are lived out in our parish.**

- 1) **Approval Process:** St. Jude Parish requires that all fundraising requests be made in writing to the Finance Committee via the finance chairperson, before it goes to the Parish Council. Using the St. Jude fundraising request form (included in this document) will help insure that your organization/ministry communicates all the necessary information for decision making. More copies of this form can be attained at the parish office or found on the parish website.
- 2) **Time Table for getting a fundraiser approved:** The Finance Executive Council meets usually on the first Thursday of the month (except for June and December) and will initiate the procedure by placing the request on the Finance Committee's Agenda, usually the second Thursday, of the month. Should the request be approved, the Finance Committee Chairperson then reports to the Parish Council each month new fundraisers approved as well as any requiring Parish Council input.
- 3) **Handling Cash/Checks: (Scouts are exempt from this section.)**
  - **Collections:**
    - i) During fundraising event at least two individuals should be identified to control and frequently collect all cash receipts. At least two people should be present when the cash is counted. Signed "deposit sheets" should be turned in to the business office with the funds; therefor the form must have two signatures. (Included in this document or at the parish office or found on the parish website under forms/policies.)
    - ii) Money should not be taken off the parish premises, unless the event does not take place on the grounds. The finance committee will work with ministry groups to prevent this from happening. All money collected from the event must to be turned in to the parish business office located in the parish center with a signed deposit form.
    - iii) .If organizations choose to accept checks those checks must be made payable to "St. Jude". Any bad checks will reduce the proceeds from the fundraiser and the coordinator of the event will be notified by the parish business office.
    - iv) Large sums of cash should not be allowed to accumulate – this may necessitate frequent use of the deposit system.
    - v) All funds collected from the fundraiser must be turned in to the parish business office; it is not permissible to pay for expenses out of the funds collected.
  - **Expense Payments:**
    - i) All expenses to be paid on behalf of this fundraiser must be paid through the business office of the parish. It is not permissible to pay for expenses using the funds from the fundraiser.
    - ii) Please submit a check request form along with paid receipts (in the case of a reimbursement) or actual invoice. A copy of the check request form is included in this document (additional copies are at the parish office or found on the parish website under forms/policies).



# St. Jude Catholic Church

## Fundraising Request Form

The Archdiocese of Indianapolis' internal control policy requires all parishes to have an approval process that includes their governing bodies. St. Jude Parish requires that all fundraising requests be made in writing to the Finance Committee before it goes to the Parish Council. The requests must be made in writing to the chairperson of the Finance Committee. Using this form will help insure that your organization/ministry communicates all the necessary information for decision making.

**Please note the time table for getting a fundraiser approved:** The Finance Executive Council meets usually on the first Thursday of the month (except for June and December) and will initiate the procedure by placing the request on the Finance Committee's Agenda, usually the second Thursday, of the month. Should the request be approved the proposal must then be approved by the Parish Council which usually meets the Third Thursday of the month.

Proposed Event: \_\_\_\_\_

Contact Persons: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsoring Organization/Ministry: \_\_\_\_\_

When: \_\_\_\_\_  
(For events it would day and time and dates tickets might be sold, for sales it would be start and stop dates for sale of the item, etc.)

Location: \_\_\_\_\_

Description of event: \_\_\_\_\_  
(Be sure to include any support you will need from the parish for the event, such as a space to hold the event or financial help to launch the event.)

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Cost to be charged (selling price, admission fee etc.). \_\_\_\_\_  
(If this various, please give a general range)

Describe how the proceeds will be used: \_\_\_\_\_

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Describe marketing methods to be employed: \_\_\_\_\_

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Vendors to be approached for donations: \_\_\_\_\_

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## St. Jude Catholic Church

### Deposit Form

At least two people should be present when the cash is counted. Signed "deposit count sheets" should be maintained which agree with deposits made to the bank. (Archdiocese Policy on Internal Control)

Date: \_\_\_\_\_

Ministry or Event: \_\_\_\_\_

Ledger: \_\_\_\_\_  
(Please provide ledger account if you know it)

Coin \_\_\_\_\_

Cash \_\_\_\_\_

Checks \_\_\_\_\_

Total \_\_\_\_\_

Signature 1: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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Ministry or Event: \_\_\_\_\_

Ledger: \_\_\_\_\_  
(Please provide ledger account if you know it)

Coin \_\_\_\_\_

Cash \_\_\_\_\_

Checks \_\_\_\_\_

Total \_\_\_\_\_

Signature 1: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Printed Name: \_\_\_\_\_



## St. Jude Catholic Church

### Check Request Form

Date: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Mail to Address: \_\_\_\_\_

\_\_\_\_\_  
(new vendors/address change)

Total Amount: \$ \_\_\_\_\_

Ledger Account: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_  
(If different than the person approving)

Approved By Signature: \_\_\_\_\_  
(Usually, person responsible for the budget line)

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please submit a check request form along with paid receipts in the case of a reimbursement or actual invoice.*