



Wind & Fire
Ministries

Wind and Fire Ministries Inc.

FINANCIAL PROCEDURE: Recording of Income

1. All income will be placed in an envelope and designated with date and income account.
2. All income will be counted once a week unless required and requested in advance.
3. All income will be counted with 2 people present that are not related.
4. Money will be separated in two batches:
 - a. Receiptable
 - b. Non-receiptable
5. Each batch of envelopes will be counted and recorded on contribution worksheet and signed by Financial Administrator
 - a. Cash/Coin will be grouped
 - b. Checks will be entered into Software to be recorded.
6. Checks and Cash will be entered into computer by Financial Administrator
7. Deposit Report from Computer will be printed and matched with contribution sheet balance.
8. Deposit report will be generated from the Accounting software.
9. All Income will be secured until Deposited
10. The Deposit Action will be handled by an individual other than the one assembling the deposit.
11. Deposit Slip, Deposit Report, Contribution Informations and copies of the checks will be filed.
12. Deposits will be taken to the bank in the most expeditious way possible, and only by someone in Leadership.