

**Unity North Atlanta  
Policy and Procedure**

Policy Name: Event Cash Management	Date Created: December 08, 2014
Policy Number: UNAC-140002	Date Approved: December 19, 2014 Date Revised: June 14, 2025
Category: Financial Management	Expiration Date: June 14, 2028
Approved by: Policy & Procedure Committee Finance Committee Board of Directors	

**Purpose of Policy:** Consistent, secure handling of funds received from events and services held at Unity North Atlanta (UNA) will result in the accurate financial accounting of those events.

**I. Procedure for Services:**

1. Once the basket collection is complete, the collection is handled by two people:
  - a. Staff, Board Member, or Usher and one other Volunteer.
2. The collection is placed into clear deposit bags available in the Usher Room, the Peace Chapel music closet, and the closet with the safe. (Extra bags are stored in the Usher Room.)
  - a. Two people are required to help witness and securely place the money into bag(s).
  - b. Bags are marked with date, type of service (i.e. 2nd Service, Wednesday, Praying Paws), include the number of people attending and initials of people placing money in bags.
3. The same two people take the Collection to the safe
  - a. One person places one deposit bag at a time into the safe, while another person observes to ensure it drops.
4. The Accounting Assistant or Accounting Manager and **one other person** retrieve the deposit bag(s) from the safe and begin the counting process following standard counting procedures. (See Policy 160001)

**II. Procedures for handling an Offering that is to be Divided or "Split":**

A 'Split' is defined within a written agreement between the Event Sponsor/Guest Speaker/Performer (Event Sponsor) and UNA wherein it has been agreed that the Event Sponsor is to receive a portion of the Offering. Example: Classes, Workshops, Services and Special Events. No 'split' is to be given unless there is a written agreement in place.

**1. One Time Workshops, Special Events or Guest Speakers**

- a. Steps 1-4 under Procedure for Services are followed
- b. Once the Counting Process is complete and approved, the event sponsor is made aware of the total amount collected. A payment will be authorized for the 'Split' amount and provided to the Event Sponsor at the earliest convenience of the accounting department.

**2. Recurring Classes**

- a. At the end of each class, the offering is counted by the class leader and witnessed by

one other.

- b. The offering is placed in an envelope or clear deposit bag and the name of the class, the amount collected and the initials of the people counting are written on the envelope.
- c. Follow steps 3 and 4 under Procedure for Services
- d. If the class leader receives compensation, payment is issued either at the end of the class series or at the end of each month for ongoing classes.

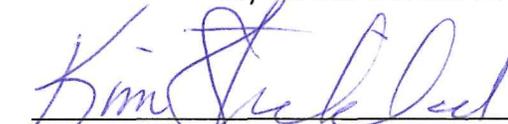
**III. Procedure for UNA Sponsored Events:**

**1. All Ticketed Events (Pre-Sale and Time of Event)**

- a. A cash box (the starting cash for making change) can be provided by the front office and/or the Accounting Office. A credit card machine can be provided by the front office.
  - i. The person responsible for managing the cash box must be a Ministry or Event Lead, Staff, Board or Finance Committee Member.
  - ii. The cash box is double counted by the Accounting Office rep and the person responsible for managing it. A handwritten note must be included inside the deposit bag to specify whether the starting cash was added to the bag or left in the cash box.
- b. Follow steps 2-4 under Procedure for Services

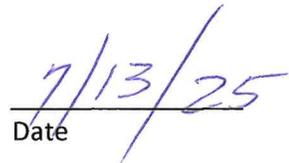
**IV. Procedure for Non UNA Sponsored Events:**

Non UNA Sponsored Event is defined within a written agreement between a Non UNA Event Sponsor and Unity North wherein the Non UNA Event Sponsor pays a fee for the use of UNA space and is responsible for all financial transactions for their event. UNA will not be responsible for the handling of any monies between the Event Sponsor and its customers.

  
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Chair, Board of Directors

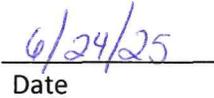
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Executive Director

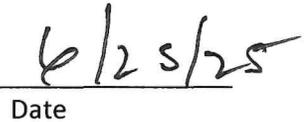
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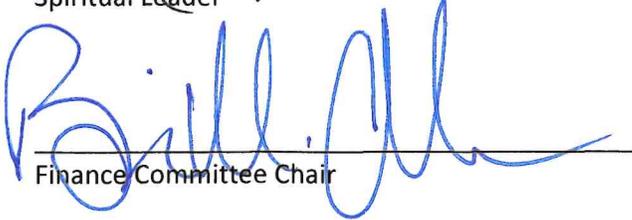
  
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Spiritual Leader

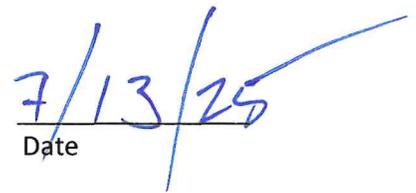
Richard Burdick  
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Finance Committee Chair

Brian Andrew  
Printed Name

  
Date