



Ministry Procedures for Handling Funds

As a ministry leader or treasurer there are a couple of forms you will use when dealing with money on behalf of the church.

Check Request Form

Use this form to request a check to pay a vendor or to be reimbursed for expenses incurred on behalf of St. Jude Church.

When completing the form include:

- Name of payee
- Address
- Dollar amount to be paid
- Description of purpose for expense
- Date check needed by
- Sign and date request
- Attach **original** receipts if requesting reimbursement or **original** Invoice if requesting payment to a vendor.

**Please note that reimbursement should be requested within 90 days of incurring expense.

**If you are paying a vendor who is providing a service (i.e., band, painter) you will need to collect a W-9 form from them and make sure we have a certificate of insurance on file for them.

**Checks are processed on Wednesday mornings and it may take up to one week to get proper approval and process checks.

Event Deposit Form/Income Remittance Form

If you collect money for a ministry event, please submit funds to the church office the first business day following the event. Use either the Event Deposit Form or the Income Remittance Form.

Please include:

- Ministry Name
- Description of event
- Separate totals for cash collected and checks collected
- Funds collected should be counted by 2 ministry members who both sign and date the form

Any questions regarding this process should be directed to Kathleen Woods 770-394-3896, ext. 312 or Eileen Kehres ext. 225.