

St. Pius X Church

Financial Policy for Parish Fundraising Activities

St. Pius X Church, like any institution will always have ordinary, capital, and practical needs. Meeting these needs falls within Gospel inspired stewardship. St. Pius X Parish wants to make any fundraising effort or parish activity where funds are collected, a positive and fruitful activity for everyone. In order to properly approve, coordinate, and achieve results, the following guidelines are to be followed:

1. Church organizations should present a request for these activities to the Finance Council and Pastor for pre-approval using the attached FUNDRAISING REQUEST FORM. This form will include the expected date of each activity and should be presented two months in advance of the event. During the course of the year unplanned events may be requested as needed.

2. “Fundraiser” shall mean any activity, whether isolated, intermittent, or continuous, that supports the financial/spiritual health of the parish and provides some enjoyment or benefit for parishioners.

3. General Accounting Practices

Check Requests and Deposit Request Forms should be used and can be found on the Parish website, www.spxchurchbowie.org, and in the Rectory office.

Event organizers should seek to minimize the number of people involved in the receipt and handling of funds, the number of occasions and places where such transactions take place, and the amount of time between the receipt of cash payments and their deposit into an approved parish account.

No one person should ever be left alone with cash received, especially in an out-of-the-way location, such as an ushers’ room or office. A thief who is aware of the money’s location would be less likely to confront two people than one.

At the conclusion of the event all funds received, should be counted by two unrelated persons. The individuals who count the money should prepare a cash count sheet that shows the amount received. This count sheet should be prepared in ink and signed by each of the counters. The total deposit should equal the total on the count sheet.

4. At the conclusion of the approved event, the FUNDRAISING/ACTIVITY SUMMARY form should be completed and presented within 30 days. Please contact the Parish Accountant with questions.