



## **Mary Queen of Peace Policy for Collecting Funds**

This policy is intended to outline the responsibilities for Mary Queen of Peace (MQP) auxiliary organizations that raise money or represent MQP. This policy supports good management practices and accountability to the parishioners of MQP and to the Archdiocese. Members of auxiliary organizations of MQP represent MQP and are required to follow this policy. If an organization member witnesses or believes this policy is not being followed, they should report this to the pastor of MQP or the MQP Business Manager so changes can be made if needed. If it is discovered that this policy is not being followed, the MQP pastor has the right to remove members of auxiliary organization and establish new leadership as needed.

### **Policy for Collecting Funds for i.e. events, fundraisers, registration fees, dues, etc.**

- If checks are being collected, all funding should be mailed to the Parish Office or placed in the offertory basket identifying the organization. The funds will be kept in the Parish safe for the organization until they are ready to pick up. Deposit should be made at that time. Checks may not be kept at parishioner homes.
- Cash should not be mailed but can be placed in an envelope and dropped in the offertory basket or taken to the Parish office. Cash will be secured in Parish safe and may not be kept at parishioner homes.
- No personal Venmo, PayPal, or Square account should be used on behalf of MQP.
- Current online sites such as Our Sunday Visitor (OSV) or WeShare can be utilized for collecting funds. Before collection begins, the giving opportunity will need to be set up. Please call the Business Manager at the Parish Office for help in setting up the giving opportunity. If there is a question whether an online option is available, please call the Parish Office.
- When collecting funds that need to be deposited in the Parish bank account, please complete the Cash and Checks Register form found on the Mary Queen of Peace website at [mqpwg.org](http://mqpwg.org) under Resources then Ministry Toolbox.

### **Policy for Collecting Funds at Parish Event**

- Arrange to meet with Business Manager, Sue O'Leary, before the event to go over procedures and obtain bank bags and keys to bank drop box.
- During the event cash/checks should be picked up by a team of two on timely intervals throughout the event, brought to a secure area to be counted, placed in tamper proof bags and secured in the parish office safe or the sacristy safe.
- All money must be counted at Mary Queen of Peace and secured in parish office safe or sacristy safe. No cash/checks should leave parish grounds.
- Deposit should be made the night of the event through the drop box or kept secure in the parish safe and deposited on next business day.

**If you have any questions, please call the Parish office at 314-962-2311**