

Antiochian Archdiocesan Policies concerning Parish Funds and Bank Accounts

Parish and organizational treasurers are to be reminded of the following policies concerning church funds:

A - Each and every account must require at least two (2) authorized signatures for any withdrawal (checks, withdrawal slips, etc.). The signatories on said accounts are to be Voting Members of the parish who have been authorized by a formal motion at a duly constituted meeting of the Parish Council. This applies to parish as well as all organizational accounts (organizations are to submit the names of those whom they wish to serve as signatories on their organizational accounts).

B - Since all signatories must be Voting Members of the parish, a minor (a person under the age of 18) may not be a signatory on any account.

C - No financial records (ledgers, checkbooks, computerized bookkeeping programs, etc.) are to be removed from parish property at any time. This applies to parish as well as all organizational accounts.

D - All funds collected at divine services (pledges, loose cash donations, candle offerings, etc.) and/or parish and organizational events (festivals, bake sales, dinners, etc.) are to be counted by no less than three (3) persons who have been authorized to do so by a formal motion at a duly constituted meeting of the Parish Council. The funds are to be counted immediately, a complete record of them made and signed by those authorized to do the counting, and then immediately and directly deposited. Should it be impossible for the funds to be counted and deposited the very time or day of their collection (for instance, no funds are to be counted during any divine service), they are to be sealed in a safe at the parish office until the above procedures can be observed. Under no conditions are any funds (cash or checks) to be taken to anyone's home or business for counting, recording and/or later deposit.

E - No cash collected at divine services and/or parish and organizational events may be given in exchange for a check from anyone for any reason.