



Policy 701 – Checks are Issued by the Business Manager, or another Non-Signing party.

All checks issued by the Business Office are to be issued by the Business Manager, or a duly appointed individual, who is not a signer.

Approved: May 30, 2023
Last Reviewed:

Policy 702 – Checks & Signatures

All checks must be by the Pastor or another duly appointed individual. Blank checks will not be accepted or signed.

Approved: November 17, 2025
Last Reviewed:

Policy 703 – Signatures for Personal Reimbursements

The first signer of personal reimbursements checks will not be anyone whose name is on any account. He, or she, may be the second signer.

Approved: May 30, 2023
Last Reviewed:

Policy 704 – Auditing of Reimbursement Receipts

Receipts submitted for reimbursement will be audited every financial quarter by the Chair of the Finance Council, or another duly appointed representative of the Finance Council.

Approved: May 30, 2023
Last Reviewed:

Policy 705 – Unbudgeted Expenses

Non-emergency or maintenance unbudgeted expenses for a single purchase amounting to \$1,500.00 or over must be approved by the Finance Council.

Approved: November 17, 2025
Last Reviewed:

Policy 706 – Collecting and Depositing Funds from Church Organizations

Church Organizations are responsible for collecting and depositing funds. The Church Office will not deposit funds.

Approved: November 17, 2025
Last Reviewed

Policy 707 – Church Organization Bank Statements

All account statements from Church Organizations are to be mailed directly to the Church Office. These statements will then be forwarded to the organizations upon request.

Approved: November 17, 2025
Last Reviewed

Policy 708 – Church Organizations and Monthly Reporting

Church Organizations are to provide monthly financial reporting to the Business Manager. This will include a list of cancelled checks, deposits and bank reconciliation. Preferably, this will also include a balance sheet and an income/expense statement. The organization’s treasurer is tasked with ensuring this is completed.

Approved: November 17, 2025
Last Reviewed

Policy 709– Church Organizations and Collection of Funds

Funds may only be collected through accounts approved and held by St. Cecilia Catholic Church.

Approved: November 17, 2025
Last Reviewed