

St. Louis de Montfort  
Standard Operating Policy  
Church Funds  
SLDMPOL03  
Approved *PRE*  
Date *10/31/00*



**Purpose** To ensure correct accounting practice is followed in all circumstances to keep the parish and school in full compliance with all regulations and legal requirements.

**Scope** This policy applies to the entire parish community.

**Related Documents** None

**Definitions** None

St. Louis de Monfort Church recognizes that there are many demands made on the church and its finances. It must be made clear that the church accounting systems should limit the handling of funds to those revenues collected directly by the church for church expenditures and accounts.

In the past, collections have been taken up for individuals, with checks made out to the church. These contributions were placed on the parish giving statements and parishioners desired to take a tax deduction for their gifts to individuals. This is clearly illegal and improper.

Whenever possible, monies should be paid directly to service providers by interested parties and not “funneled” through church accounts.

Only accounts that are recognized as revenue, expense or reserve in the church budget are permitted to be collected and disbursed through the parish bank accounts. For example, for weddings and funerals, it is strongly encouraged for the families to pay the musicians directly by check. In the past, the church has been paid and then the church issues a check to the musicians.