

Team Member Missions Money Procedures

1. Money is sent to church office.
 - ❑ Checks **must** be made out to NewSong.
 - ❑ Envelopes are marked with country name and team member name.
 - ❑ Envelopes are placed in the safe by the front office Administrative Coordinator
2. Money is separated into teams by the Administrative Coordinator.
3. Team Administrator comes to church office once a week on a pre-arranged day.
4. Team Administrator logs all checks and cash in each team member's file using the Mission's Money Tracking Sheet.

VERY IMPORTANT!!! *Anyone who gives cash must include their name and address or they will **not** receive credit for the tax donation. *Any cash received must be in an envelope with the donor's name, address, telephone number, and the amount written on the outside of the envelope.*

5. Team Administrator makes 3 copies of all checks and the cash envelopes.
 - ❑ 1st copy goes in the deposit envelope with the cash and checks.
 - ❑ 2nd copy is stapled in team member's file.
 - ❑ 3rd copy is given to team member.
6. Team Administrator fills out a Restricted Deposit form that will itemize each check and cash contribution received. The

Restricted deposit form is to be placed in the deposit envelope with the cash and checks, and one copy of the checks and cash envelopes.

7. Team Administrator fills out a Missions' Deposit Envelope Slip and affixes it to envelope.
8. Team Administrator puts actual cash and checks along with the copies previously made into deposit envelope.
9. Team Administrator gives envelope to front office Administrative Coordinator.
10. Administrative Coordinator places envelope in safe to be deposited the following week.
11. Money is recounted and verified by stewardship team and deposited into the bank.
12. Team Administrator gives each of the team members a list of any one who has contributed to their mission. This includes the support card if one is received.

Note: Any money received is deposited into the entire team's account. If a team member who has gathered support decides to not go on the mission, the money gathered will remain in the team's account. If there are any questions, the team member should discuss it directly with the Missions Coordinator. In addition, any support raised over and above the team need, will be used to support the future missions trips.

(It is highly advisable that the team Administrator keep a database with team and individual totals.)