

To: St. Francis Committees, Commissions, Chairpersons, and Coordinators

Re: Event Accounting

PLEASE READ THIS BEFORE YOU BEGIN SELLING TICKETS/ITEMS

In order to comply with the Best Practices of the Archdiocese of Chicago, the following procedure needs to be followed when you are selling tickets/items for an event such as the Polar Express.

1. Keep track of the ticket numbers of the tickets you are selling. All tickets need to be accounted for. You will write the ticket #'s of sold tickets on the green Event Accounting Deposit Slip.
2. Tickets can be purchased by check, cash or charge (Visa, Master Card, Discover or American Express). There are green charge slip forms to record the charges. Complete the form and have the person sign the form. These forms need to be included with the cash and checks.
3. There is a blue zipper bag with \$100 petty cash. This is to be used for change. Try to keep \$100 in it.
4. When you are done selling tickets after your mass, the green Event Accounting Deposit Slip needs to be completed. (There is one for every mass, make sure you take the one marked for your mass time.) The money and deposit slip should be sealed in the plastic tamperproof bag (provided for your mass) and deposited in the drum safe located in the work sacristy. **No one should ever take any money, checks, or charge slips home.**
5. When you are done selling tickets after your mass, the bin containing tickets, petty cash, and mass envelopes should be returned to the floor of the sacristy closet. **The bin should never be left unattended.**