



Purpose

Eagle Brook Church's reputation for integrity and excellence requires the highest standards of conduct and personal integrity. The continued success of EBC is dependent upon the trust of those we serve and we are dedicated to preserving that trust. In order to achieve this and to protect the integrity of both our financial and human resources we have established the following guidelines specifically for cash handling.

Guidelines

- In all instances **two**, non-related, individuals must be present at all times when unprocessed cash is being handled or is present.
- All counting and sorting of contributions are done in a secure area by authorized personnel. All giving envelopes remained sealed and are only opened by processing team to ensure proper handling.
- When transporting cash from worship center to sorting area or to processing area, a facilities staff must be present. If facilities is unavailable, an EBC staff member must be present with usher or contribution processor.
- Area should not be left with cash out. Must be sealed or put in safe prior to leaving area for extended periods of time or when two people are not present.
- Immediately after processing, both money and the associated deposit ticket are sealed in a bank deposit bag. All contributions are locked in safe after done processing.