

How to Handle Income Generated from your Parish Event

1. Any income from your parish event should be protected in accordance with the Archdiocesan Best Practices. Generally, this means that more than one unrelated person counts and submits the funds to the Operations Director at dellamdesonia@stlstbparish.org as soon as reasonably possible (same or next business day).
2. Expenses from the event must be submitted to the Operations Director for proper payment and recording in the accounting system.
3. **Net income generated from the event will be used according to the stated purpose of the event, or if not specified, general use within the parish or school.**
4. Any accounting is required to be properly reported to the organization treasurer, or authorized person and submitted to the Operations Director at dellamdesonia@stlstbparish.org in a timely fashion.



ST. LUKE AND ST. BERNARDINE
PARISH