



## **SCRIP**

- A SCRIP program may only be started with permission from the pastor.
- A minimum of 85% of SCRIP hours must be accomplished by uncompensated volunteers.
- A separate bank account must be maintained for all SCRIP activity.
- SCRIP must be treated as cash and stored in a secure facility.
- SCRIP inventory will be accounted for and reconciled regularly (at least monthly).
- SCRIP volunteers who have individual access to inventory must successfully complete a background check.
- Volunteers should not take SCRIP home for delivery. Parishioners participating in the program should pick up SCRIP at the parish or school in a centralized location.
- SCRIP inventory must be maintained at a reasonable level.
- Financial Reports for the SCRIP program must be generated monthly and reviewed by the pastor and /or his delegate.