

CONTINUING RESOLUTION

CR12.05.L02. RESTRICTED ACCESS TO OFFERINGS COUNTING ROOM

WHEREAS, the Congregation Council is charged with the fiduciary responsibility for this congregation's fiscal affairs (C12.05.a.); and

WHEREAS, the Congregation Council desires to provide the tellers (B12.15.02.d.) a secure area with minimum disturbance while executing their prescribed duties;

THEREFORE, BE IT RESOLVED that the Congregation Council of Trinity Evangelical Lutheran Church, Latrobe, PA (hereafter church) shall set-aside the Copy Room (room number 113) for the exclusive use of the church tellers to count and record the offerings (i.e., monetary contributions) made to this congregation. This designated exclusive room usage shall apply only for those scheduled periods (e.g., after worship services) when unsecured offerings are present or the tellers are to perform their prescribed duties.

BE IT FURTHER RESOLVED that general access to the Copy Room, when such room stores unsecured offerings or is occupied by the church tellers for the purpose of counting and recording the offerings made to this congregation, shall be restricted to all but those persons and church staff for whom the Congregation Council provides corporate surety (B12.15.02.d.— fiduciary bonds to insure for defalcation), which normally includes the following personnel categories:

- a. scheduled tellers (B12.15.02.d.);
- b. officers of this congregation (C11.01.);
- c. called ministry staff;
- d. financial secretary.

Should it be necessary that others (e.g., members of the Finance or Audit committees, hired staff, or repairpersons) require entry into the Copy Room when occupied by the church tellers, a person in the authorized personnel categories listed above shall accompany such person(s) to whom access is restricted.