

MASS COLLECTION COUNTING PROCEDURE:

- Establish a Count Committee of volunteers from the parish, working in teams of at least two unrelated individuals on a rotating basis.
- The uncounted collection should never be left in the custody of a single individual.
- Count collections after Mass, making certain that the amount checked on the offertory envelope agrees with the contents. If the collection is not counted immediately, it should be kept in a locked safe or night depository.
- Complete the Collection Counting Sheet/Deposit Summary form and have each member of the team sign the form evidencing concurrence of counts.
- Use a rubber stamp or write on back, to endorse all checks "For Deposit Only" to the parish bank account. Loose checks are to be listed on the back of the Collection Counting Sheet/Deposit Summary form for proper recording of donation.
- Bank deposits should be prepared in duplicate. The original deposit slip remains with the deposit to the bank depository. The duplicate slip, along with the validated deposit receipt from the bank, are to be retained for parish records until the bank statement is reconciled.
- Cash and checks are to be maintained in a locked safe until deposited no later than the first banking day after the collection takes place.
- Review envelopes to ensure that they clearly indicate amounts and parishioner so that the offering records will be accurately maintained.
- Copies of the Collection Counting Sheet/Deposit Summary, and duplicate deposit slips are forwarded with empty offertory envelopes directly to the pastor or bookkeeper.
- Collection Counting Sheet/Deposit Summary form and deposit slips should agree with the bank statement deposit.

COLLECTION COUNTING SHEET/DEPOSIT SUMMARY

Date of Count: _____

Names of Money Counters: _____

REGULAR COLLECTION:

501	Sunday and Holiday	\$	_____
502	Loose Collection	\$	_____
503	Children's Collection	\$	_____
508	Fuel Collection	\$	_____
603	Pamphlets	\$	_____
604	Votive Lights	\$	_____

DIOCESAN COLLECTIONS: (List)

_____	\$	_____
_____	\$	_____

OTHER INCOME: (List)

_____	\$	_____
_____	\$	_____

TOTAL COLLECTION \$ _____

Summary of Collection:

Envelope Checks (2)	\$	_____
Loose Checks (2 & 3)	\$	_____
Currency	\$	_____
Coin	\$	_____
Total Collection	\$	_____

- (1) Total posted to accounts must be equal to deposit.
- (2) Amounts to be posted to parishioners' records
- (3) List loose checks on the back of this form for proper recording of donation.

Money Counter Signature: _____

Money Counter Signature: _____