

Parish Secretary (S)

Start **Process** 

Contributions received throughout the week should be placed in safe to be counted by count

team (C)

Place collection in

assigned bag and

ensure bag is

securely sealed

**During the Week** 

**Before Mass** 

Place preassigned (serial number) tamper resistant plastic bag in sacristy (U)

Document bag numbers on bag log

Make a copy of the count sheet and give the original documents to the bookkeeper

**Enter** Contributions in Servant Keeper

SK

After Mass

Reconcile Servant Keeper to Count Sheet and give Servant Keeper report to bookkeeper (B)

(Two or More Unrelated) Ushers (U)

(Two or More Unrelated)

Bookkeeper (B)

Parish

Count Team (C)

**Obtain offertory collection** bags and collections received throughout the week from the safe and sign log attesting to the bags received and condition of bags.

Two ushers initial and date bag log attesting to the bag number used. Place sealed bags in safe immediately after collection or conclusion of Mass

**Document contents on** Count Sheet:

- Envelopes
  - Loose
- Special Collections
  - Other

Prepare deposit slip and all counters sign count sheet Take deposit to bank's night deposit drop

**Provide count** sheet, bank receipt (if available) and offertory envelopes to secretary (S)

Obtain count sheet from secretary (S) and record deposit in QuickBooks.

Reconcile bank deposit, count sheet and Servant Keeper report

Investigate variances with the secretary (S)

Combine QuickBooks deposit report, count sheet, and Servant Keeper report and give to Pastor (P) for review

Designee (P) Pastor/

Periodically review and sign-off on bag log to ensure numerical sequence is accounted for and no concerns were noted, i.e., counters noted bag was opened prior to their arrival.

Review and sign-off on count sheet packet

**END** 

To safeguard access to the safe and contents, the safe combination is divided in half. Two separate individuals each control half of the combination, requiring both to be present to unlock the safe.





