

NEW MONEY COUNTING PROCEDURES

1. Monies to count: Regular Sunday Collections and 2nd Collection on designated Sundays
2. Money Counting Supplies are in tall cabinet in conference room.
3. **For initial count – Open bags and keep bags separated.** ANY CASH OR CHECKS THAT YOU DO NOT KNOW HOW TO APPLY SHOULD BE GIVEN TO MARY (or KATIE)
4. Regular Weekly Collection counting –

CASH: DO NOT FILL OUT DEPOSIT SLIP UNTIL ALL MASSES ARE COUNTED

- *Loose cash* – Have 2 team members count, verify and record in designated space on **CASH Collection sheet. EXAMPLE ATTACHED**
- *Envelope cash* -- open and record in lower right hand of the envelope corner the amount that was in the envelope. Keep cash from envelope separate from loose cash initially until verification of totals. **Put a “C” on the envelope next to the amount that was in cash.**
- *Verify envelope cash* – Run a tape on all cash envelopes and then count cash to verify that the two are in balance. Have 2 team members verify and sign collection sheet.
- **AFTER ALL MASSES HAVE BEEN COUNTED: RUN A TAPE ON ALL CASH COLLECTION SHEETS AND FILL OUT ONE DEPOSIT SLIP WITH THE TOTAL OF ALL CASH.** ALL CASH WILL GO TOGETHER (LOOSE AND ENVELOPE) IN THE BANK BAG WITH THE DEPOSIT SLIP (see number 6 below).

CHECKS: NO BANK BAG OR DEPOSIT SLIP IS NECESSARY UNLESS SPECIFIED

- *Loose checks* – MAKE PHOTOCOPIES OF ALL LOOSE CHECKS - count and record separately in designated space on **CHECK Collection sheet. EXAMPLE ATTACHED**
- *Envelope checks* -- open and record in lower right hand of the envelope corner the amount that was in the envelope.
- *Verify envelope checks* - Run a tape on all envelopes and then run a tape on all envelope checks to ensure that they are in balance.
- **Final step** – Run a tape on the entire batch of checks (loose and envelope) from each Mass and keep that tape with the checks – **discard any sub-total tapes and keep only the full check tape with the checks.**

5. Special/Second Collection counting:
 - Follow the procedures noted above, substituting Second Collection for Regular Offertory in appropriate places.
6. Preparing the Deposit Slip:
 - Stamp all checks “For Deposit Only”
 - Band money together in like denominations in \$100 money wrappers. If the denomination does not equal \$100, turn the money wrapper inside out and mark total of the denomination. ANY LOOSE COINS GO TO MARY.
 - Prepare deposit slip. The total cash on the deposit slip should equal the total combined cash from ALL Mass time collection sheets. NO checks listed on the deposit slip unless specifically requested.

- Record bag number in the deposit book log
- Place deposit cash in cash section of plastic bank bag and seal bag. Place deposit slip in the deposit slip section and seal that part of the bag as well and then place it into the drop box in safe.
- Place check bundles in green cloth bag and put in drop box in safe.

Thank you!!



Collection Sheet

Date: _____

CASH COLLECTION

Mass Time: _____

CODE	DESCRIPTION	ENVELOPES	LOOSE	TOTAL
REG	Regular Collection (Offertory)			
HOL	Holy Days			
CAP	Cornerstone Campaign			
SPE	Special Appeal			
<i>Diocesan Collections:</i>				
CAM	Campaign for Human Development			
COM	Combined Missions			
REL	Religious Retirement (NOT PRIEST RETIREMENT)			
INT	International/National Relief			
PRI	Priests Retirement & Benefits			
SEM	Seminary/Priests Education			
<i>Miscellaneous:</i>				
AHW	At Home with the Word			
CNH	Catholic News & Herald			
FLO	Flower Donations			
MAS	Mass Card/Stipends			
PIN	We Care - Persons in Need Donation			
PLA	Playschool Fees			
SRA	Sr. Alma Fund Receipts			
THO	Thomasboro			
TOTAL:				

Money Counters:

Name	
Name	



Collection Sheet

Date: _____

CHECKS COLLECTION

Mass Time: _____

CODE	DESCRIPTION	ENVELOPES	LOOSE	TOTAL
REG	Regular Collection (Offertory)			
HOL	Holy Days			
CAP	Cornerstone Campaign			
SPE	Special Appeal			
<i>Diocesan Collections:</i>				
CAM	Campaign for Human Development			
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PLA	Playschool Fees			
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THO	Thomasboro			
TOTAL:				

Money Counters:

Name	
Name	